Academic Catalog 2001-2002

EMMANUEL
COLLEGE

Emmanuel College
Academic Catalog 2001-2002

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Emmanuel College is accredited by the New England Association of Schools and Colleges. The information contained in this catalog is accurate as of April 2001. Emmanuel College reserves the right, however, to make changes at its discretion affecting policies, fees, curricula, or other matters announced in this catalog. It is the policy of Emmanuel College not to discriminate on the basis of race, color, religion, national origin, gender, sexual orientation or the presence of any disability in the recruitment and employment of faculty and staff and the operation of any of its programs and activities, as specified by federal laws and regulations.

Emmanuel College

Emmanuel College educates students in a dynamic learning environment, shaped by a liberal arts and sciences curriculum that emphasizes career development. As a Catholic college, Emmanuel prepares students with the skills to succeed in tomorrow's world and the social conscience to make a difference in that world. This Emmanuel education is rooted in strong human values and continues to reflect the founding educational mission of the Sisters of Notre Dame de Namur who opened the College in 1919.

The College's mission reflects the religious and educational mission of a Catholic Church committed to human rights, social justice, and world peace. As part of its religious identity, the College encourages students and faculty of all religious backgrounds to learn and to teach in an environment that is shaped by an engagement with intellectual and moral issues.

As a liberal arts and sciences college, Emmanuel enables students to cultivate both the means of acquiring and evaluating knowledge and the imagination to shape new and alternative ways of perceiving, thinking and creating. At Emmanuel College, students develop their intellectual potential, their strong sense of self, and their commitment to serve others in the community. They become critical thinkers, ethical decision makers, and contributing members of society.

By offering a variety of career-oriented programs informed by the liberal arts disciplines, the College prepares students for professional fields and develops the skills and knowledge that can be applied to diverse and changing circumstances. The link between the liberal arts and career-oriented programs at Emmanuel reflects the College's sense of responsibility to students who desire to create lives of meaning and service; to identify their changing talents and concerns; to maintain the analytical, communicative and creative skills necessary for growth; to discern worthwhile work; and to bring ethical standards and moral sensitivities to all endeavors. The College's graduate and professional programs offer the richness of the liberal arts tradition as well as career preparation and reflection on critical contemporary issues.

Located in Boston in the center of the city's educational, cultural and medical communities, Emmanuel College educates students from Boston, from across the United States, and from countries around the world. The College's urban location provides special opportunities and responsibilities. Through its presence and its programs, and as part of its educational mission, Emmanuel College serves the community from which it receives so much enrichment. The College's location in Boston provides students with superb opportunities for intellectual stimulation and growth and enables students to intern in a wide range of professional settings. Graduate and professional programs are also offered at satellite locations across eastern Massachusetts.

Founded as the first Catholic college for women in New England, Emmanuel College today is a coeducational Catholic college with a long-standing tradition of academic excellence and innovation that responds to the changing needs of students in an ever-changing world.

General Information for Undergraduate Programs

The Curriculum

The curriculum is designed to allow students to explore a wide range of liberal arts courses and, at the same time, to concentrate in an area of interest or professional concern. The traditional undergraduate Bachelor of Arts and Bachelor of Science degrees require the successful completion of a minimum of 128 credits. These credits are distributed among the general requirements, major requirements, and elective or minor courses.

General Requirements

The general requirements of the College may be fulfilled through those courses marked "+".

The general requirements are:

- one semester art history or music;
- one semester mathematics (determined by placement examination);
- one/two semester(s) writing workshop (determined by placement examination);
- one semester English literature;
- two semesters same foreign language;
- two semesters interdisciplinary studies in the liberal arts (first year: Cityscapes; junior or senior year: upper level core course);
- one semester philosophy;
- two semesters laboratory science (biology, chemistry, or physics);
- two semesters social science (economics, education, history, political science, psychology, or sociology);
- two semesters religious studies (see department listing); and,
- computer literacy.

Competency Program

Students are required to demonstrate computer literacy by the end of their first year at the College. This may be accomplished by the following: successfully passing the computer literacy test given at the time of placement testing, enrolling in and passing Computer Applications for the Liberal Arts ITECH1101, enrolling in and passing Introduction to Electronic Spreadsheets ITECH1102 (if the only deficiency in the computer test was in the area of spreadsheets), or retaking and passing the computer literacy test. This test is scheduled by the Instructional Technology Department in October for students entering Emmanuel in Fall 2001 and in March for students entering Emmanuel in Spring 2002. A student may retake the test only once.

Students are required to participate in programs designed to prepare students for successful college careers, and for successful careers after college. For details see section on Competency Program.

Major Requirements

A departmental major consists of 10-12 courses. A student may elect to take additional courses in her field of concentration. However, a student may take no more than 16 courses in one department except for students enrolled in the Bachelor of Fine Arts program.

A double departmental major consists of 10-12 courses in each of two departments.

Individualized Majors are available for students whose career goals and intellectual interests can best be served through a major program outside the traditional disciplinary major. (See Special Academic Opportunities.)

Electives

The remainder of a student's program is fulfilled through electives selected from among courses for which the student has the necessary prerequisites.

Major Programs

Emmanuel College believes that the best preparation for successful and meaningful careers is a strong liberal arts education. Each of the programs offered at the College reflects that conviction. At the same time these programs provide a student with opportunities—through courses in specialized fields within the disciplines, as well as through internship and practica placements—to develop the skills and knowledge required to move into the world of work.

Majors are offered in the following departments and areas. For details refer to the departmental listing in the catalog and to departmental advisors.

American Studies
Art
Biology
Chemistry
Economics and Management
Education (Elementary and Secondary Certification)
English (Communication and Literature)
Foreign Languages (Spanish)
Global Studies
History
Mathematics
Political Science
Psychology
Sociology
For Individualized Majors,
see Special Academic Opportunities

Minor Programs

A student who wishes to develop a secondary area of competence may take a minor program. A minor consists of 5 or 6 courses. A student may count one course in his/her major toward a minor, but the total number of courses cannot be fewer than 15. For additional information, refer to the departmental listings in the Departmental Requirements and Course Descriptions section of the catalog.

Minor programs are available in:

Art History
Biology
Chemistry
Communication Arts
Economics
Education
Graphic Design
and Visual Communications
History
Information Technology
Literature
Management
Mathematics
Music
Philosophy
Physics
Political Science
Psychology
Religious Studies
Sociology
Spanish
Speech Communication/Theater Arts
Studio Art
Women's Studies

Special Academic Opportunities

Colleges Of The Fenway

Emmanuel and five of its neighboring colleges—Massachusetts College of Art, Massachusetts College of Pharmacy and Health Sciences, Simmons College, Wentworth Institute of Technology, and Wheelock College have joined in a collaboration called, "The Colleges of the Fenway." The collaboration benefits students by offering cross-registration to students with sophomore status or above, at no additional cost. In addition students will benefit from common social events and access to the academic resources and services of all six institutions. Emmanuel students enjoy all the benefits of a small college environment while having access to resources equal to those of a major university.

Honors Program

The Emmanuel College Honors program invites highly motivated and talented students to participate with members of the faculty in explorations of issues of current concern and interest. The goal of the program is to develop high level skills in critical thinking and communication, to explore the practical value of a liberal arts education, and to engage students in exploration and research using information technology. The program includes courses for qualified students in their first three years, and culminates in an opportunity to complete work for distinction in the major.

Individualized Major

The Individualized Major is designed for students whose career goals and intellectual interests can best be served through a carefully constructed individualized major program. The Individualized Major is appropriate for highly motivated and self-directed students. Examples of possible individualized programs include Women's Studies and Religion in a Global Society, as well as more traditional interdisciplinary programs such as Sociology and Psychology. Students who choose an Individualized Major work closely with a faculty advisor throughout their program, and are encouraged to begin planning their program as early in their academic career as possible. Information is available from academic advisors or the Dean of Curriculum.

Internships And Practica

Internships and practica are an integral part of an Emmanuel education. Through an internship or practicum, a student can work in a professional setting, gaining new insights on classroom learning, and practical job experience. Most departments at Emmanuel provide the opportunity for students to receive credit for off-campus academic experience through internships and practica. An internship may consist of work, research, and/or observation. Internships are directed by an instructor of the College and supervised on location by personnel of the agency. A practicum consists of clinical experience closely related to the student's field of concentration. Practica are coordinated by an instructor of the College and supervised in the clinical setting by a qualified professional. Ordinarily, no more than eight credits are accepted from internships or practica toward fulfillment of the undergraduate degree requirements. Internships and practica usually are done in a student's third or fourth year.

Directed Studies

Directed studies give students at an intermediate or advanced level an opportunity to work closely with a member of the faculty on a topic of interest which is not available in the general curriculum. Directed studies are usually offered to majors in a department and are subject to departmental guidelines.

Pre-Health Professions Preparation (Medicine, Dentistry, Veterinary Medicine, Etc.)

The admissions requirements for medical, dental, veterinary, and optometry schools are standardized by the Association of American Medical Colleges. The minimum requirements for entrance to most such health professions schools include:

- two semesters each of biology, physics, and English;
- four semesters of chemistry; and,
- research experience in science is also strongly recommended.

Although it is possible to prepare for admissions to these schools by majoring in any discipline, the required courses are most readily obtained by majoring in a science such as biology or chemistry. Since all professional schools do differ, it is important for students to obtain admissions material from schools in which they are interested and familiarize themselves with the specifics of each institution.

Any student planning a career in the health professions should contact the Chair of the Health Professions Advisory Committee at the earliest possible date to plan a program and obtain information about application procedures. When the student is at the point of applying for acceptance to a professional school the Committee stands ready to examine the applicant's credentials and prepare a letter for the admissions committee.

Pre-Law Program

Most liberal arts majors are considered preparation for law school. A pre-law advisory committee assists students in planning and applying to law school.

Sisters Of Notre Dame De Namur Colleges Exchange

Emmanuel maintains a student exchange program with two sister colleges: Notre Dame de Namur University, Belmont, CA, and Seishin University in Okayama, Japan. Second-or third-year students with a 2.5 grade point average may take advantage of this opportunity. Information is available from the Academic Advising Office.

Study Abroad

Emmanuel students may wish to enrich their educational experience by spending a semester or a year at a university abroad. This opportunity is open to students with a 2.5 grade point average.

Normally, students enroll as members of a regularly organized study group under the auspices of an American institution. Students who are interested in pursuing study abroad should obtain further information from the Academic Advising Office.

Washington Center Internship

Emmanuel College is affiliated with the prestigious Washington Center for Internships and Academic Seminars. Participants in the program are able to earn a semester's academic credit while completing a full-time internship and attending seminars and lectures in the nation's capital. Internships are available in every academic discipline. Information is available from the Office of Internships and Career Development.

Washington Semester

Students in the Political Science Department may be granted a semester leave to do an internship and study at a college or university in Washington, D.C. Internship opportunities include Capitol Hill, the Executive Branch, and interest groups.

Dual-Degree Program in Engineering Technology

Emmanuel College offers students majoring in biology, chemistry, or mathematics an opportunity to participate in a 5-year dual-degree program in engineering technology with Wentworth Institute of Technology. Students who are interested in this program should consult with their academic advisor.

Admission

Admissions Office
Emmanuel College
400 The Fenway
Boston, MA 02115
USA

Phone: 617-735-9715
Fax: 617-735-9801
e-mail: enroll@emmanuel.edu
website: www.emmanuel.edu

Emmanuel College seeks candidates with varied experiences, interests, and backgrounds. Admission decisions are based on several factors, including:

- previous academic record;
- recommendations;
- Scholastic Assessment Test (SAT) or American College Test (ACT) results; and,
- extracurricular and community activities.

The College recommends that applicants have strong academic preparation. Applicants should have completed 16 units in a secondary school program including the following courses:

• English	four years;
• mathematics	three years, including Algebra I and Algebra II;
• foreign language	two years;
• social sciences	two years; and,
• laboratory sciences	two years.

Four years of mathematics are recommended for a student considering college study in Mathematics, Physics, Chemistry, Business Management, or the Dual Degree Program in Engineering Technology. Candidates for admission as first year students are required to take the College Entrance Examination Board SAT or the ACT. Emmanuel College's CEEB code is 3368. The SAT and ACT examinations may be taken at any time from the sophomore year to March of the senior year of high school. English, mathematics, foreign language and computer literacy placement examinations are administered to all new students who enter the College and are used to place students into appropriate sections of required courses.

Procedure For Traditional Students

(International Students should refer to the section, "Procedures for All International Students.")

Candidates for first year admission should submit the following credentials to the Admissions Office:

- a completed application and $40 non-refundable application fee;
- an official secondary school transcript or GED scores;
- SAT or ACT results (Students who graduated from high school prior to 1998 are not required to submit SAT or ACT results); SAT II tests are not required, although scores may be forwarded to the Admissions Office. ELPT (English Language Proficiency Test) or TOEFL (Test of English as a Foreign Language) may be requested if the student's native language is not English; and,
- two letters of academic reference, with one from a secondary school guidance counselor and the other from a secondary school teacher.

In addition, it is encouraged that applicants schedule a personal interview with an admissions counselor by calling the Admissions Office at 617-735-9715. It is the candidate's responsibility to complete his/her application with the requested credentials.

The College has a rolling admission policy that provides an admission decision within two weeks of receiving a completed application and supporting credentials. Decisions are made after December 1. Accepted applicants must notify the College of their enrollment decision by the Candidate's Reply Date of May 1.

To enroll, the accepted applicant must submit a $300 tuition deposit (deductible from the first semester bill) and a $200 room and board deposit if planning to reside on campus. After May 1, the deposit becomes nonrefundable.

The Admissions Committee reserves the right to withdraw acceptance if a student's final report from secondary school is unsatisfactory. Conditional acceptance may be granted in special situations.

Enrolled students must complete a Health Form to be filed with the Office of Student Life before beginning classes or moving into the residence halls.

Candidates who wish to delay their enrollment may submit a request in writing to the Admissions Office. Enrollment may be delayed for up to one year without filing a new application. The student must submit a Reactivation Form to the Admissions Office prior to the planned date of entrance to the College.

Campus Visits

Applicants are encouraged to visit the campus during their junior and senior years of high school. Students who wish to arrange a campus tour, a personal interview, a class visit, or an overnight stay in the residence halls should contact the Admissions Office at 617-735-9715.

Early Decision Plan

In the fall, the Admissions Committee reviews applications of qualified high school seniors who have applied to Emmanuel College as their first choice. Students applying under the Early Decision Plan should state their intention on their application form. All admission requirements should be completed before November 1. Each applicant is considered on the basis of:

- the recommendation of school principal or guidance counselor, and a teacher;
- three-year high school record;
- rank in class; and,
- SAT or ACT results taken prior to senior year.

Notification of admission under this plan will be made on December 1 or as soon as possible after that date. The admitted candidate will agree to withdraw all applications to other colleges, to reserve a place in the September class, and will submit a $300 tuition deposit (non-refundable but deductible from the first semester bill) by January 15. The student will be expected to complete his/her senior year of high school satisfactorily and submit a record of that year's work. The candidate whose application decision has been postponed will be given full and careful reconsideration after December 1.

Early Admissions

Through Emmanuel's program of Early Admission, outstanding candidates in their junior year of high school may enter Emmanuel one year early. The program allows the senior year of high school and first year of college to be completed concurrently.

The College welcomes the applications of superior high school juniors, recommended by high school officials as already having attained a high degree of personal maturity and social adjustment. Applications must be submitted prior to August 1 following the completion of the junior year. The required SAT or ACT also must have been taken during the junior year of high school.

Advanced Placement/ International Baccalaureate

Advanced Placement (AP) examinations for students who have taken designated AP courses in their secondary schools are offered by the College Entrance Examination Board in the spring. The Advanced Placement Examination Bulletin of Information is available from the College Board Center, Box 592, Princeton, NJ 08540. A student achieving an AP score of three, four, or five will receive credit for one course and advanced placement.

Students who have completed international baccalaureate courses and have taken the appropriate higher level examination may apply for college credit for this work. Grades of four, five, six, or seven on the examinations entitle students to credit for at least one course. Each department at Emmanuel College will determine the specific amount of credit to be awarded.

Procedure For Transfer Students

The transfer student is an important and valuable contributor to the Emmanuel College community. The college welcomes transfer applicants from junior and community colleges as well as from four-year institutions.

Students wishing to transfer to Emmanuel College in the semesters beginning in September or January should contact the Admissions Office at 617-735-9715 for transfer information and applications.

Transfer applicants must submit:

- a completed application form and $40 nonrefundable application fee;
- an official secondary school transcript including SAT or ACT results if taken;
- an official transcript from each post-secondary institution attended, including grades from the most recent semester;
- two letters of reference, with at least one from a recent college professor or advisor; and,
- course description catalogs for each post-secondary institution attended for appropriate credit evaluation.

Transfer students applying for financial aid must submit a financial aid transcript from the college previously attended. Interviews are not required, but strongly encouraged for transfer students. A minimum grade point average of 2.0 (C) or better is required for transfer students.

The College has a rolling admission policy that provides an admission decision within two weeks of receiving a completed application and supporting credentials. Decisions are made after December 1. Conditional acceptance may be granted in special situations.

No credit is given for courses below 2.0 (C). Transfer students are expected to fulfill the regular requirements for the degree and successfully complete half of their academic program at Emmanuel College to receive an Emmanuel degree.

Any course work completed before entrance to Emmanuel and not submitted to the Admissions Committee at the time of application may not be considered for transfer credit. Official college transcripts and catalogs must be received by the end of the student's first semester at Emmanuel College. It is the student's responsibility to ensure that the Admissions Office has the necessary information to complete a formal transfer evaluation. The deadline for submitting documentation will be strictly enforced.

International transfer students should refer to the section, "Procedure for All International Students."

Procedure For Non-Matriculating Students

Students who wish to take undergraduate courses at Emmanuel College may apply to the Admissions Office as non-matriculating students. A non-matriculating student is one who is earning credits, but not toward an Emmanuel degree. A non-matriculating student must provide the following:

- a completed application and $40 non-refundable application fee; and,
- a high school transcript.

Arrangements for course registration will be made directly with the Academic Advising Office.

Procedure For All International Students

Emmanuel College is dedicated to helping qualified international students reach their personal and academic goals while studying in the United States. With a commitment to the creation of an international campus, Emmanuel strives to foster appreciation for cultural diversity, to awaken interest in foreign lands, and to broaden the perspective of the entire Emmanuel College community to include the whole world as its frame of reference. More than 45 countries and territories are represented in Emmanuel's student body.

International candidates for admission as first year students should submit the following to the Admissions Office:

- a completed Emmanuel College application with a $40 non-refundable application fee in U.S. dollars;
- a written essay chosen from the application form (students may also submit additional examples of personal expression that may serve to enhance their applications);
- an official secondary school transcript, accompanied by an official English translation, validated by a certified public translator (please submit mid-year or first semester grades from senior year as soon as they are available);
- two letters of recommendation, with one from a teacher, and the other from a guidance counselor or advisor. Recommendations must be written in English or accompanied by an official English translation validated by a certified public translator;
- proof of proficiency in English. A minimum score of 500/173 on the Test of English as a Foreign Language (TOEFL), if applicable, must be sent directly from the

Educational Testing Service or the American College Testing Program. Emmanuel's reporting code number is 9606. Test scores can be requested by calling 609-771-7600. Emmanuel College may also accept completion of any of the following as proof of English proficiency: ELS Level 109; American Language Academy Level 5; CELOP Level E; and L.I.F.E. Level 12;

- the SAT also is recommended to strengthen applications. Please note that Emmanuel College's code for the SAT is 3368;
- a Certification of Finances Form with supporting bank documentation, as the College is required by United States Immigration authorities to verify the financial resources of each international student prior to issuing the Certificate of Eligibility (I-20) Form; and,
- an interview with an admissions counselor is recommended. If distance precludes an on-campus interview, alternative arrangements may be made by contacting the Admissions Office. It is the candidate's responsibility to complete the application with the requested credentials.

For more information regarding the TOEFL, students may contact:

TOEFL
P.O. Box 6150
Princeton, NJ 08541-6154
USA

Telephone: 609-771-7100
Fax: 609-771-7500

For information about the SAT, students may contact:

Educational Testing Service
P.O. Box 592
Princeton, NJ 08541-6154
USA

Telephone: 609-951-1912
Fax: 609-951-1180

The College has a rolling admission policy that provides an admission decision within two weeks of receiving a completed application and supporting credentials. Decisions are made after December 1. Conditional acceptance may be granted in special situations.

To enroll, the accepted applicant must submit a $300 tuition deposit (deductible from the first semester bill) and a $200 room and board deposit if planning to reside on campus. After May 1, the deposit becomes nonrefundable (in U.S. dollars).

International transfer applicants should follow the same procedure. One of their two recommendations must be from a recent college professor or advisor. In addition, they are required to submit:

- official documentation of all post-secondary work, including grades from the most recent semester, accompanied by an official English translation, validated by a certified public translator; and,
- course description catalogs from each post-secondary institution attended, accompanied by an official English translation, validated by a certified public translator.

For more detailed information, international students may contact:

Admissions Office
Emmanuel College
400 The Fenway
Boston, MA 02115
USA

Telephone: 617-735-9715
Fax: 617-735-9801
e-mail: international@emmanuel.edu
website: www.emmanuel.edu

International Student Office

The International Student Office (ISO) at Emmanuel College works together with the Admissions, Academic Advising, and Student Life Offices to provide for the best possible experience for all international students. Some of the services coordinated include: meeting new students at Boston's Logan International Airport; international student advising on socio-cultural and academic issues; and advising the International Student Club.

Every year the College hosts a highly successful International Hospitality Night that is open to the entire College community, local and international student associations, and special invited guests such as consuls whose countries are represented in the Emmanuel student body. Students are welcome to participate and to wear clothing representative of their cultural heritage.

For more detailed information on the ISO, International Hospitality Night, or the application process, students may contact:

International Student Office
Emmanuel College
400 The Fenway
Boston, MA 02115
USA

Telephone: 617-735-9884
Fax: 617-735-9801
e-mail: international@emmanuel.edu
website: www.emmanuel.edu

Academic Regulations

Registration

After scheduling courses with their academic advisors, students register with the Registrar's Office each semester. Students who are already enrolled preregister in April for the following fall semester and in November for the following spring semester. A student is officially registered for classes only after all financial obligations to the College have been met or an acceptable and approved deferred payment plan has been arranged with the Business Office.

Full-Time Status

Full-time undergraduate students normally carry a course load of between 12 and 20 credits per semester.

Add/Drop

Students wishing to change a course must secure the necessary forms from the Registrar's Office and obtain all required signatures. This must be done prior to the end of the add/drop period. Students may not enter a class after the add period, which ends after the first week of classes. The drop period extends to the end of the second week of classes. Changes in courses are processed without charge during the first week; during the second week, drops are made but there is a fee of $25 for each change. Please see page 31 of the catalog for detailed information regarding refund policies.

Choice Of Major

Students should declare a major by March 1 of their sophomore year. Departmental academic advisors are assigned in place of the general academic advisors once a major is declared. Major declaration forms are available in the Academic Advising Offices and should be completed by the student and the department chairperson and submitted to the Academic Advising Office.

Class Attendance

Students are expected to attend class regularly. Each faculty member will state clearly on the course syllabus the relationship between class participation and course grade. Faculty members may take attendance.

Class Cancellation

In the event that a class meeting must be canceled, staff in the Registrar's Office will post an official class cancellation notice.

Auditing

With the approval of the instructor, students may register to audit a course by completing a course audit form (available in the Registrar's Office) by the end of the add/drop period. Audited courses are recorded on the transcript. Neither a grade nor credit is given. The total course load taken for credit and audit in a semester cannot exceed the equivalent of five full courses.

Visiting Classes

Emmanuel College encourages students to visit classes with the instructor's permission. Registration is not necessary. Tuition is not charged and no official records are kept.

Internship Policy

The responsibility for identifying and locating an appropriate internship, and completing the required preparation, rests with the student in consultation with the department involved and the Internship Office. Negotiations should be completed by the end of the semester preceding the internship. Placement should be confirmed before the beginning of the semester. The commitment is made firm at the time of placement.

Academic Integrity Policy

All Emmanuel students are responsible for understanding and adhering to standards of academic integrity. A copy of the Academic Integrity Policy is available in the Student Handbook or from the Registrar's Office.

Examinations

Student performance is evaluated at regular intervals throughout the semester and particularly by the end of the seventh week for first year students and for students on academic probation. A final examination or an equivalent form of evaluation is required in each course and must be stipulated in the course syllabus. Final examinations must be administered on the officially designated examination days on the academic calendar.

Grading System

Instructors submit final grades to the Registrar at the end of each course. Letters express the quality of the work and are correlated with grade point values as follows:

A	=	4.0
A-	=	3.67
B+	=	3.33
B	=	3.0
B-	=	2.67
C+	=	2.33
C	=	2.0
C-	=	1.67
D+	=	1.33
D	=	1.0
F	=	0
INC	=	Incomplete
IP	=	In Progress (used for 2-semester-long courses)
P	=	Pass
W	=	Withdrawn
UW	=	Unofficial Withdrawal
AU	=	Audit
NG	=	No Grade was submitted by the faculty member
X	=	Non-credit item completed

A student's grade point average or credit ratio is the ratio of quality points earned to credits carried. Grades submitted at the end of a course are considered final. Only courses with a semester grade of 2.0 (C) or above are accepted for major courses and minor courses; grades of 1.0 (D) or above are accepted for other courses. A cumulative grade point average of 2.0 (C) is required for graduation.

Mid-term grades are submitted to the Registrar's Office for all students in their first year at Emmanuel College, and all students on academic probation. Students who are in danger of failing at midterm receive warning slips from their instructors. A copy is also sent to their academic advisor.

Credit Deficiency Removal/ Repeat Courses

Graded courses may be repeated only once. Courses may be repeated to replace an F (0), to meet college requirements, or to improve a student's grade point average. The student must repeat the same course. Another course in the same department may be substituted only with the approval of the student's academic advisor and the chairperson of the department. Credit will be awarded only for one of the two courses and the higher of the two grades will be calculated in the grade point average. The original grade remains on the transcript. It is the student's responsibility to submit a completed credit deficiency form from the Registrar's Office to complete the process.

Incomplete (INC) Grades

In exceptional cases, students who have been unable to complete the work of a course may request to receive a grade of INC. Such requests will be granted only for extraordinary reasons, e.g., serious prolonged illness. A form for each INC must be signed by the faculty member and the student. The form is submitted to the Registrar's Office by the faculty member with the final grade roster. Incomplete grades must be replaced by final grades by February 1 for fall semester courses and October 1 for spring and summer courses. Incomplete grades not replaced by the deadline automatically become an F. In extraordinary circumstances, the Academic Vice President, in consultation with the student and faculty member, may extend the INC, but not beyond the final day of that semester.

Course Withdrawal

After the add/drop period, a student may withdraw from a course with a grade of W by completing the course withdrawal form available from the Registrar's Office. November 10 in the fall semester and April 10 in the spring semester are the dates for final withdrawal from courses.

Pass/Fail Option

The pass/fail option is possible for two elective courses that are neither in the field of the student's major or minor, or among the general requirements. The pass/fail option is open to second-, third-, and fourth-year students. Adult students who use the experiential learning privilege may not make use of the pass/fail option. The pass/fail option must be finalized in the Registrar's Office by October 1 or February 15 in the semester in which the course is taken. Grades for students so choosing are submitted only as pass/fail (P/F). A pass grade does not receive quality points and is not counted in determining the grade point average. Pass/fails may not be changed to letter grades after the course is completed.

Grade Changes

Changes in any assigned grade will not be made beyond one semester after the initial awarding of the grade. A student who, after consultation with the faculty member, wishes to challenge a grade on a transcript or grade report, should follow procedures outlined in the Release of Student Information Policy available in the Registrar's Office.

Reports And Records

Students receive an official grade report from the Registrar at the end of each semester. All first year students, along with upper class students on probation, receive mid-term grades from their academic advisors. The College will withhold copies of grade reports and transcripts of students under certain conditions, such as outstanding financial obligations and non-compliance with Massachusetts Immunization Law.

Transcripts are provided at the written request of students or graduates at a cost of $5 per transcript.

Student Confidentiality

Emmanuel College regulates access to and release of a student's records in accordance with the provisions of the Family Educational Rights and Privacy Act of 1974 as amended (PL 93-380, Section 438, The General Education Provisions Act). The purpose of this act is to protect the privacy of students regarding:

- the release of records; and,
- access to records maintained by the institution.

In compliance with the Family Education Rights and Privacy Act of 1974 (the Buckley Amendment), Emmanuel College has committed itself to protecting the privacy rights of its students and to maintaining the confidentiality of its records. A copy of this law is available in the Registrar's Office.

Certain personally identifiable information from a student's education record, designated by Emmanuel College as directory information, may be released without the student's prior consent. A student who so wishes has the absolute right to prevent release of this information. In order to do so, the student must complete a form requesting nondisclosure of directory information by the end of add/drop period. This form is available in the Registrar's Office.

Directory information includes name, term, home and electronic address, campus address and mailbox number, telephone and voice mailbox number, date and place of birth, photograph, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, program of enrollment, anticipated date of graduation, degrees and awards received, the most recent previous educational agency or institution attended, and other similar information. Some or all of this information may be published in directories such as a student directory; an electronic student directory; a sports program; or other campus publications.

With regard to external inquiries, the Registrar's Office will verify directory information, unless advised to the contrary by the student as indicated above. "Verify" means to affirm or deny the correctness of the information. The College will not provide corrections for inaccurate information. All non-directory information, which is considered confidential, will not be released to outside inquiries without the express consent of the student. However, the College will verify financial awards and release data for government agencies.

Students have the right to review their educational records. A student may waive this right in special cases of confidential letters of recommendation relative to admission to any educational agency or institution, application for employment, receipt of financial aid form, or receipt of any services or benefits from such an agency or institution. A copy of the Reports and Records: Release of Student Information Policy is available in the Registrar's Office.

Residency Requirements

Students must complete a minimum of 64 credits at Emmanuel College to receive a Bachelor's degree. The student's final semester must be completed at Emmanuel College.

International Certificate Of Eligibility

International students must carry a minimum of 12 credits per semester to maintain their Certificate of Eligibility.

Study Off-Campus

A matriculated traditional student may obtain transfer credit for no more than one course for every full year completed at Emmanuel College as a full-time student. A student wishing to exercise this option must obtain a study off-campus form and a copy of the regulations for study off-campus from the Registrar's Office. The student is responsible for understanding and complying with the regulations, including those relating to financial aid. All approvals must be obtained, and the completed form filed with the Registrar before the student enrolls in a course at another institution. Credit will be granted only for courses in which a grade of 2.0 (C) or better is achieved. Grades are not included in the grade point average. This policy does not apply to courses taken within the Colleges of the Fenway consortium.

Class Standing

Class standing is determined by the number of credits completed by the beginning of the first semester of the academic year; for second-year standing, 32 credits; for third-year standing, 64 credits; for fourth-year standing, 96 credits; and for graduation, 128 credits.

Academic Review Board

The Academic Review Board reviews petitions for exceptions to academic policies and monitors satisfactory academic progress of students towards degree completion. Petitions are available in the Academic Advising Office.

Satisfactory Academic Progress

In order to achieve satisfactory academic progress, a student must maintain a 2.0 (C) semester grade point average and must complete two-thirds of attempted credits during each academic year. For details, see the Financial Aid section.

Unsatisfactory Student Progress

Academic Probation

A student who receives below a 2.0 in any semester, will be placed on probation for the following semester. During this first probationary semester, the student must not receive any grades of INC. In addition, the student may not participate in an intercollegiate sports program, hold an elected position in the Student Government Association, or be involved in a leadership position in student activities.

Academic Leave/Dismissal

If the student fails to achieve satisfactory academic progress (see definition of Unsatisfactory Academic Progress in section above) at the end of this first probationary semester, the Academic Review Board will review the student's record. The Academic Review Board will then either approve an academic plan designed to help the student achieve academic success, which may include an imposed Leave of Absence; or, dismiss the student from the College. A student under an academic plan may not receive any grades of INC, and must maintain a 2.0 grade point average during every succeeding semester or the student will be dismissed from the College.

Financial Aid Implications

The status of any student whose grade point average falls below a 2.0 for two consecutive semesters, regardless of his/her cumulative grade point average, is defined as unsatisfactory progress. After completing the second academic year, a student must maintain a cumulative 2.0 grade point average for satisfactory academic progress. Students should refer to the Financial Aid section of the catalog for information on loss of eligibility for financial aid due to unsatisfactory academic progress.

Leave Of Absence

A student may take a voluntary leave of absence for one semester after consultation with a member of the Academic Advising Office. During this time, a student ordinarily does not study at another college; such permission is granted only by the Associate Dean of Academic Advising. Students should consult with the Financial Aid Office before taking a leave of absence.

Students may extend a voluntary leave of absence for one additional semester after consultation with representatives of the Academic Advising Office.

Withdrawal

Students may withdraw officially from the College at any time upon completing the withdrawal form. Failure to register for courses for two consecutive semesters constitutes an automatic administrative withdrawal. Mere absence from classes and examinations is not a withdrawal, nor does it reduce financial obligations. A student holding Perkins Loans (formerly National Direct Student Loans) or veteran's benefits must have a withdrawal interview with a representative from the Financial Aid Office.

Re-Instatement

A student in good standing who voluntarily has withdrawn from the College and who wishes to be re-instated should apply to the Associate Dean of Academic Advising at least one month prior to the beginning of the semester in which re-instatement is sought.

Graduation Requirements

A minimum of 128 credits is required for the undergraduate Bachelor of Arts and Bachelor of Science degrees. A cumulative grade point average of 2.0 (C) is required for graduation. Only courses with a semester grade of 2.0 (C) or above are accepted for major courses and minor courses; grades of 1.0 (D) or above are accepted for other courses.

Degree Application

A Degree Application form must be submitted to the Academic Dean's office by September 15 for December completion and by February 15 for May completion. The commencement fee is billed during the semester of graduation. The College will not be responsible for the graduation of any student who fails to submit this form. Participation in the May commencement ceremony will be allowed upon successful completion of all academic requirements and financial obligations.

Graduation Rates

Public Law 101-524: the Student Right-to-Know and Campus Security Act requires all institutions of higher education receiving Title IV funds to disclose the graduation rates of full-time students who are attending college for the first time. In accordance with this law, Emmanuel College's graduation rates are available in the Registrar's Office.

Term Honors

Dean's List

Each semester, the Academic Dean publishes the names of students who attained academic distinction the preceding term. Students with a grade point average of 3.5 with four graded courses (no pass/fail) and no incomplete grades at the close of the term achieve placement on the Dean's List. The records of students in designated IP (in progress) courses will be individually evaluated for honors.

First-Year Student Honor Society

A local chapter of a first-year student honor society, to be incorporated with the National Chapter of Alpha Lambda Delta, was initiated in October 1991. Membership is open to all first-year traditional students who are registered for a full course of study leading to a bachelor's degree and have a cumulative grade point average of 3.5 at the end of their first year. Once initiated, the students become lifetime members of Alpha Lambda Delta.

Honor Societies

The national/international student honor societies present on campus are:

- Beta Beta Beta, the biology honor society;
- Phi Alpha Theta, the national honor society in history; and,
- Psi Chi, the psychology honor society.

Latin Honors

Latin Honors—cum laude, magna cum laude, and summa cum laude, are awarded at graduation to full-time bachelor's degree candidates who have achieved high scholastic performance. Full-time is defined as enrollment in eight courses during an academic year (fall, spring, and summer), and requires the completion of at least 16 courses at Emmanuel College. The minimum grade point average for each honor is as follows:

- cum laude 3.5
- magna cum laude 3.7
- summa cum laude 3.9

Presidential Honors

Part-time adult students who are not eligible for Latin Honors and who attain a grade point average of 3.75 are eligible for Presidential Honors at graduation.

Kappa Gamma Pi

Students graduating from Emmanuel College who are within the top 10 percent of their class are eligible for membership in Kappa Gamma Pi, the national honor society organized in 1927 for graduates of Catholic colleges in the United States.

Distinction In The Field Of Concentration

Students who receive a grade point average of 3.5 in major courses and who successfully complete a significant senior project, determined in consultation with the department, may graduate with distinction in the field of concentration.

Distinction In The Field For Individualized Majors

To receive distinction, a student completing an individualized major must earn a 3.5 average in all of the courses in the major program, and complete a significant senior project, determined in consultation with the advisor. The project may be completed as part of a capstone course or culminating experience. The project must be approved for distinction by two faculty members representing different academic disciplines within the individualized major.

Academic Support Services

Academic Advising Program

The Academic Advising Program provides a comprehensive framework within which students explore the liberal arts curriculum and focus in a particular area of study. Students meet regularly with their general academic advisors during their first two years. These meetings provide opportunities: to become knowledgeable about academic policies and procedures; to develop short and long-term academic plans; to discuss academic progress; to select and schedule courses; and for referrals to additional resources on campus.

Generally, students declare their majors by March 1 of their sophomore year, and at that time, they continue their academic advising with a departmental academic advisor. The ultimate responsibility for fulfilling graduation requirements rests with the student.

Academic Computer Center

The Academic Computer Center, located in Marian Hall, and the Academic PC and Macintosh classrooms, located in the Administration Building, are presently equipped with a number of Macintosh and IBM computers to assist students and faculty in integrating computers across the curriculum. A growing software library, new technology, e-mail, and the Internet are available in both locations for all students and faculty members.

Academic Resource Center

The Academic Resource Center (ARC) offers resources and support to all students in their quest for excellence. Through a variety of programs and interaction with professional specialists and peer tutors, students develop their potential, thus enhancing academic success. Small group seminars and collaborative study sessions are facilitated throughout the semester. The Strategies for Academic Success course provides a structure for students to refine study strategies and adapt them to course requirements. Equally important, the Writing Center enables students to clarify their thoughts, revise the organization of their ideas, and refine the style of their writing.

Language Laboratory

The Language Laboratory is designed to supplement and support classroom instruction in foreign languages. Located in the Cardinal Cushing Library, the Language Laboratory provides state-of-the-art audio-visual equipment for students to enhance their speaking and listening skills.

Internship And Career Development Office

The Internship and Career Development Office offers a four-year career development program for Emmanuel students. Starting in their first year and continuing each year until graduation, students participate in programs on career planning, assessment, and goal-setting. Workshops on resume writing, job/internship hunting skills, the Internet job hunt, and interviewing skills are just some of the services offered to students. The Internship and Career Development Office also has a Career Advisory Network of over 300 committed alumnae who are available for networking, career advice and mentorship. Other office services include job and internship postings, individual career counseling, and career planning, programming and events.

Library Services

The Cardinal Cushing Library, open to all members of the Emmanuel College community, houses reference and circulating collections as well as numerous interdisciplinary online databases and journals. All disciplines in the College curriculum are supported by the library's 96,000+ volumes, 600+ journal subscriptions, and 36 online reference database resources. The library's strongest collections are in the fields of theology, art and art therapy, literature, and women's studies. The Library staff offer Bibliographic Instruction sessions for all courses and teach a two-credit course, Library Research Method (LIB1101).

The newly renovated Library Lecture Hall provides a state-of-the-art technological center on the Emmanuel campus for lectures, courses, programs, and special events. The Library Lecture Hall encourages interactive learning, facilitates connections across disciplines and provides an unparalleled educational resource in the heart of the library.

The library's automated network, Fenway Libraries On-line (FLO), provides on-line access to Emmanuel's collections as well as to the collections of other area institutions. Emmanuel College, together with Emerson College, Wheelock College, Massachusetts College of Art, Massachusetts College of Pharmacy and Health Sciences, New England Conservatory of Music, Lesley College, Wentworth Institute of Technology, and the Museum of Fine Arts form FLO. The FLO Network maintains a shared on-line catalog of the members' respective holdings, offers walk-in circulation and reference privileges, and provides interlibrary loan services for document delivery of books and journal articles.

The Cardinal Cushing Library is also a member of the 14-library Fenway Library Consortium, FLC, which grants students and faculty access to the 1.5 million volumes collectively held. The Fenway Library Consortium includes Hebrew College, Simmons College, Suffolk University, the University of Massachusetts/Boston, the Brookline Public Library, and the nine members of Fenway Libraries On-line. All 14 institutions provide open access to research collections, and most offer circulation privileges.

Media Services

The Library Media Services Department provides video, audio, slide, film, and overhead projection equipment. Reservation Request Forms for reserving and borrowing media items are available at the Library Circulation Desk. The library also maintains Multimedia Listening and Viewing Rooms equipped with audiocassette decks, VCRs, monitors, and CD players for use by the College community. In addition, the Media Director offers technical workshops and a two-credit course (SPCH1117) on video production and editing techniques. Video cameras and a professional, state-of-the-art Editing Suite are available to students for the preparation of class projects.

Student Life

Emmanuel College is located in the heart of Boston, a city rich in history, culture, and education. Emmanuel College students' experience extends far beyond the boundaries of the campus. The Museum of Fine Arts, the Gardner and Harvard Museums, Symphony Hall, and Fenway Park are just a few of the landmarks within walking distance.

Emmanuel College is in the midst of the heaviest concentration of colleges in the world, including Harvard, MIT, Boston University, Northeastern University, Boston College, and Tufts University. Emmanuel College students often take advantage of the social events at other colleges in the area. Through its participation in the Colleges of the Fenway consortium, Emmanuel students share in the planning of the social and cultural events at the six member colleges.

Interested Emmanuel College students work with the Student Life staff to plan educational, community outreach, and social events.

The College seeks to serve both the College community and the local community. Volunteer and paid work of various types, including work in nearby hospitals and in tutorial programs in the inner city, provide students with opportunities to become involved in the community and gain professional experience.

The Student Government Association provides leadership opportunities for student development and serves as a communication channel for expressing the needs and opinions of the students to the College community.

General Regulations

Regulations and information covering all phases of student life are contained in the student handbook. Each student receives a copy of the handbook. All students are expected to fulfill the obligations set forth.

Emmanuel College students who are not living at home or residing on campus must report their local residence to the Registrar and the Dean of Students Office.

The College is not liable for the loss, theft, or damage of personal property. Massachusetts state law requires all students to have health insurance coverage. A College health insurance plan is available for students not covered by a family plan.

Student Services

Vice President of Student Affairs and Dean of Students

The Vice President of Student Affairs and Dean of Students represents student interests to the college community, represents the Office of Student Life on college committees, and serves as an advisor to the Student Government Association. Vice President of Student Affairs and the Dean of Students also refers students to appropriate college offices, develops student policies, responds to student needs, answers student inquiries, and imposes discipline for student misconduct. The Vice President of Student Affairs and Dean of Students is responsible for Athletics and Recreation, Campus Ministry, Counseling and Health Services, First Year Student Programs, Residence Life and Housing, and Student Activities.

Student Activities

The Office of Student Activities offers many opportunities for academic, personal, and professional development. At Emmanuel College, students have the opportunity to get

involved in a variety of organizations. This office assists all student organizations in planning activities and events for the campus. This area is also responsible for the planning and implementation of a variety of performance events and college-wide programs, such as Family Weekend. In addition, the Office of Student Activities offers programs that help train members of student organizations in leadership and organizational skills, as well as in the design and management of their club or organization.

Campus Ministry

Campus Ministry is a vibrant part of student life at Emmanuel College. The staff works to provide students with opportunities to develop and nurture their faith life. These include: liturgies, retreats, educational programming, sacramental preparation, and informal discussions. Additionally, the quest for social justice leading to social action is a deeply held conviction at Emmanuel College. Campus Ministry coordinates and sponsors many collaborative projects that encourage student participation in community service.

Counseling and Health Services

The Counseling and Health Office provides assistance to any member of the Emmanuel College community who wishes to discuss a matter of personal concern in a supportive and confidential atmosphere. Workshops and group discussion on such topics as relationships, stress, interpersonal communication, relaxation techniques, and assertiveness training are offered periodically. Short-term counseling is available upon request, and special interest support groups, for example an International Support Group, are formed on occasion. The Counseling Office provides consultation with outside therapists regarding their Emmanuel College student clients and acts as liaison for surrounding Boston hospitals regarding discharge plans of clients.

Residence Life and Housing

Emmanuel College encourages on-campus living for its students because of the contribution residence life can make to a college student's total development. The residence hall serves as a living and learning unit outside the classroom.

It is the responsibility of the Office of Residence Life and Housing to work with students in creating an environment within the residence hall that will contribute to the intellectual, social, emotional, and cultural development of the students who live there. Professional Resident Directors live in the residence halls. Resident Assistants (Emmanuel College undergraduate students) serve as a resource to the students on their floors. Students should refer to the Housing Application and Agreement for specific information regarding the reservation of on-campus housing.

Athletics and Recreation

Emmanuel College offers a three-season intercollegiate sports program that includes women's tennis, volleyball, basketball, softball, track and cross-country and soccer and men's basketball, track and cross-country. The College's Division III teams compete in the NCAA, ECAC, and GNAC. The women's basketball team ended the 2000-2001 season with a final record of 28-4 and was ranked fourth in the nation by the NCAA. This phenomenal team is the first basketball team in the history of any four-year college or university in Boston to ever make it to the Final Four.

Sports facilities on campus include a gymnasium, and new fitness center. Arrangements with neighboring institutions provide students with access to a fitness center with a swimming pool. The College's recreation program offers aerobic classes, and other activities. There is an intramural program with the Colleges of the Fenway schools.

The College adheres to the belief that the total education of the individual occurs by integrating physical, mental, emotional, social, and spiritual learning experiences. Though the focus of the Athletic Department is on athletics and recreation, the opportunities offered assist with the development of the whole person.

First Year Programs

The Director of First Year Programs coordinates all programs designed to assist new students in their transition to Emmanuel College. These programs include new student registration, orientation and a 10-week freshmen seminar course, "Surviving and Thriving: Transitioning to College." The Director is the advisor to the freshmen class and their student government representatives and also serves as an academic advisor.

Finances

Expenses

Tuition, fees, and all other charges are payable in advance of the opening day of each semester or session. A student is considered officially registered only when all financial obligations to the College have been met or specific arrangements have been made with the Business Office for a plan of deferred payment. All deferred payment plans are subject to credit approval and review of prior payment history with the College. Deferred payment of tuition, fees, and other charges entails a fee of $50 per year and approval by the Business Office.

Checks should be made payable to Emmanuel College and may be mailed to 400 The Fenway, Boston, MA 02115. A fee of $25 in addition to any late payment fees will be charged for any dishonored check. Foreign check collection fees will be charged when applicable. MasterCard and VISA are also accepted.

All graduating students must have a zero balance to participate in graduation. Please note that a student must have all charges paid in full by April 20 (spring semester) or December 20 (fall semester) of their final semester. Regardless of deferred payment plans, payment must be received by these deadlines in order to participate in graduation.

If the College refers a delinquent account to a collection agency or an attorney, these costs, plus administrative expenses associated with the collection effort, will be due and payable by the student. In this instance the account will not be held by the College, and the student will have to direct all inquiries and payments to the collection agency. The College will withhold all diplomas and academic transcripts from students who have an outstanding overdue debt to the College or have defaulted on their loan agreements.

All charges are subject to change at the discretion of the College whenever it is deemed necessary. The College reserves the right to withhold all or part of its services to students whose accounts are not paid in full or whose deferred payment plan is in a past due or delinquent status.

Institutional Refund Policy

Tuition

All withdrawal refund requests must be submitted in writing to the Business Office on or before the completion of the third week of the semester. A student who withdraws from the College within the first two weeks of classes is eligible to receive a full refund of tuition and fees, excluding non-refundable deposits. No fees are returned after the second week.

No course schedule changes may be made after the add/drop period in order to obtain a refund. A student is liable for payment for any course from which he/she withdraws after the add/drop period.

Refund policies for other than standard semester courses are documented in specific program materials (Emmanuel College Advancement Program, weekend courses, Saturday courses, summer courses).

The following policy applies for all students who withdraw:

Withdrawal Date During	*% of Refundable Tuition Charges*
Week 1 and 2	100%
Week 3	25%
Week 4 and after	0%

Room And Board

Effective September 2001, the charge for room and board per year is $9,615 single, $7,650 double, and $5,690 triple. Students who withdraw within the first two weeks of a semester will receive a full refund for room charges and will be charged for board on a pro-rated basis. Students who withdraw during the third week of the semester will receive a 25% refund for room and board charges and students who withdraw after the third week of a semester will receive no refund for room charges. Board charges will be pro-rated and the student will be refunded $60 per week. No refund will be made for board after the first eight weeks of a semester.

Students who live on campus must participate in the board plan. Students with scheduling difficulties can be accommodated by making arrangements with the Food Service Director or Director of Residence Life and Housing. Students with extensive medical needs may request a reduction in board. College decisions are based on a physician's statement of what the student can and cannot eat as compared to the food service menu. Students must release/provide medical record information regarding their diets to the Office of Residence Life and Housing by the second week of each semester in order to be considered for a reduction in board.

Upon graduation or official withdrawal from the College, room deposits, made upon acceptance or entrance to the residence, are refundable, less cost of damage or loss of College property. Room reservations withdrawn after May 1 (for the fall semester) or after December 8 (for the spring semester) will result in a penalty of $200, deductible from the room deposit. This applies to all students, not solely to new residents.

New students are assigned to rooms in order of deposit date and upon receipt of a completed housing application. Students returning to housing following an absence are housed in order of redeposit date or date of indication to return to housing.

Federal Financial Aid Recipient Refund Policy

Students receiving financial assistance who withdraw from some or all of their coursework are subject to federal regulation for the return of Title IV funds. The philosophy of financial assistance programs is that the student and his/her family are primarily responsible for paying college costs. Assistance is meant to bridge the gap between what the family can pay and the total cost of an educational program. With this in mind, any credit to the student's account resulting from withdrawal from coursework will be refunded to the financial aid programs first. If funds remain after all aid is repaid and the student has no outstanding financial obligations, any excess credit will be refunded to the student. For refund purposes, "charges assessed the student" will include tuition, all mandatory fees, and room and board. Required deposits (i.e., application deposit) and waivable fees (i.e., health insurance) will not be included.

Refunds will be calculated on a week by week basis with a week beginning on the first day of classes.

Order of fund allocation in return of Title IV funds

Federal regulations mandate that refunds calculated under these withdrawal policies be returned to the financial aid programs and the student in the following order:

Federal Direct Unsubsidized Stafford Loan

Federal Direct Subsidized Stafford Loan

Federal Direct PLUS Loan

Federal Perkins Loan

Federal Pell Grant

Federal SEOG

Other federal, state, private or institutional sources of aid.

Repayment

If a student receives a direct disbursement of aid funds prior to withdrawal, the student may owe a "repayment" of part or all of these funds. This will be determined by the financial aid office during the return of Title IV funds calculation.

Federal regulation also requires that the student receive the largest refund of an approved state or accrediting agency, institutional, or federal policy. Neither the Commonwealth of Massachusetts, nor any approved accrediting agency mandates the policy of Emmanuel College.

Enrollment Period

For Traditional and Adult Learner students, the fall and spring terms are 15 weeks in length. For ECAP students, the three trimesters are each 15 weeks in length. The academic year is 45 weeks in length.

The 30% point is up to the 5th week.

The 50% point is up to the 7th week.

The 60% point is up to the 9th week.

Withdrawal Date

The *official withdrawal* date is either the date the student notifies the school of his or her intent to withdraw or the date of withdrawal specified by the student, whichever is later. The *unofficial withdrawal* date, including an unapproved leave of absence or a student's failure to return at the end of an approved leave of absence, is the last recorded date of class attendance as documented by the school.

Student Health Insurance Requirements

The Universal Health Law of Massachusetts states that every full-time student must submit proof of insurance coverage by a qualified American health insurance plan.

The state law defines a full-time student, as it relates to Emmanuel College, as a student taking nine (9) credits during the fall or spring semester. Students who do not meet this definition are exempt from this health insurance requirement. If a student meets this definition of a full-time student, she/he either must be enrolled in the qualified plan through Emmanuel College or have a health plan that is comparable. *Please read the brochure on student health insurance very carefully regarding coverage and deadlines.*

If a student has health insurance coverage with another carrier, it is her/his responsibility to determine if that plan is comparable. After careful review of the student health plan, the student must determine if the current coverage meets the benefit levels outlined, and must complete the insurance waiver form. NOTE: Coverage must include a 365-day period starting on the first day of the fall semester.

The insurance waiver can be mailed to the Business Office or given to the appropriate staff in the Business Office. The student must read the instructions on the waiver form and contact the Business Office should she/he

require assistance or have questions. If the waiver form is not completed and returned to the Business Office by the dates stated on the waiver form, the student automatically will be enrolled in the student health insurance plan offered by Emmanuel College as required by Massachusetts state law and billed accordingly. The health insurance fee is non-refundable.

A student who does not have health insurance, yet meets the full-time student definition, must obtain student health insurance. The yearly premium is estimated at $495 for undergraduates and $745 for graduate students (subject to change by notification of the insurance company). The student may contact the Office of Counseling and Health Services at 617-735-9920 with any questions or for additional information regarding coverage in this plan.

To maintain compliance with the Massachusetts Universal Health Law, Emmanuel College must keep a current insurance waiver on file for each student who is not enrolled in the student health insurance program. A Waiver Form indicating insurance carrier and policy number must be completed each academic year.

Immunization Requirements

The Commonwealth of Massachusetts College Immunization Law, Chapter 76, Section 15c states: In order to be registered at an institution of higher learning, every (1) full-time undergraduate or graduate student born after 1956 and (2) every full-time or part-time undergraduate student or graduate student in a Health Science Program, regardless of birth date, who is in contact with patients, must present a physician's certificate that such student has received the following immunizations:

- at least one dose of mumps and rubella vaccine(s) given at or after 12 months of age;
- two doses of live measles vaccine given at least one month apart beginning at or after 12 months of age; and,
- a booster dose of tetanus and Diphtheria within the last 10 years.
- Three doses of Hepatitis B vaccine (mandatory).
- Meningitis vaccine is strongly recommended.

The requirements of this section shall not apply where:

- the student meets the standards for medical or religious exemption set forth in Massachusetts General Law, Chapter 76, Section 15c;
- the student provides a copy of an immunization record from a school in the Commonwealth indicating receipt of the required immunizations; or,
- in the case of measles, mumps, or rubella, the student presents laboratory evidence of immunity.

Students may not register for classes or live on campus unless these requirements are met.

Schedule of Fees for Students Enrolled in the Undergraduate Program

NOTE: *The cost of auditing a course should be checked at the time of registration.*

tuition fee for 2001-02 (12-20 credits)		$16,800
tuition fee (per credit)		$525
general fee (per year) (library, academic, advising, computer)		$200
room and board fee (per year):	triple	$5,690
	double	$7,650
	single	$9,615
health coverage fee, estimate (COMPULSORY, see page 34)*		$495
student activity fee (per year)		$100
orientation fee (per year, new students only)		$100
commencement fee (billed at time of degree application)		$100
late drop, or change of course fee (during second week of class, per change)		$25
application fee (non-refundable)		$40
deferred payment fee		$50
late payment fee** (per month)		$100

New students at the time of acceptance are required to make a $300 tuition deposit that is credited toward the initial semester tuition charges. The deposit is forfeited after May 1st if the student fails to register for class in the year in which the student is accepted.

**Massachusetts Universal Health Law enacted September 1989.*

***A late payment fee is charged when payments are not received in accordance with payment agreements.*

Financial Aid

Financial assistance programs at Emmanuel College help students meet the educational costs incurred by attending the College. It is expected that students and their families will make every effort to meet expenses by utilizing all resources available to them including federal, state, and local aid programs. Most financial aid is based upon financial need. Financial need is determined by a careful analysis of the family's financial strength using the federal need analysis formula. Some funds are awarded to students based on merit as determined by the College, rather than financial need.

In the 2000-2001 academic year, financial aid packages ranged from a total of $1,000 to $25,000. Emmanuel College grant and scholarship aid will not exceed the cost of tuition.

The refund procedure is outlined in detail in the Finances section of this catalog.

Merit-Based Aid

Eligibility

In addition to the criteria for individual scholarships, students will meet the following criteria:

- be enrolled in a degree or certificate program;
- be enrolled in four graded courses (16 credits) each semester for scholarship eligibility; and,
- be making satisfactory academic progress as defined by the College.

Emmanuel College Scholarships

Presidential Scholarship

The award for the prestigious Presidential Scholarship is a full tuition scholarship. Presidential Scholarships are renewable each year for up to three years providing the recipient maintains full-time enrollment and a 3.5 cumulative grade point average.

Entering freshman students considered for this scholarship must provide:

- Exceptional academic credentials (3.6 grade point average or above),
- SAT scores of 1270 or ACT of 27 or higher,
- Completed admission application, postmarked no later than February 28.

Transfer students considered for this scholarship must provide:

- Exceptional academic credentials (3.5 college grade point average or above),
- A high school record, which reflects the criteria used for entering freshman (3.6 grade point average or above SAT 1270 or ACT 27 or higher),
- Completed admission application, postmarked no later than December 15 for the spring semester, and June 15 for the fall semester.

Students receiving a Presidential Scholarship are not eligible for any other Emmanuel College awards.

Dean's Scholarship

The award for the Dean's Scholarship is 75% of tuition. Dean's Scholarships are renewable each year for up to three years providing the recipient maintains full-time enrollment

and a 3.0 cumulative grade point average.

Entering freshman students considered for this scholarship must provide:

- Strong academic credentials (3.3 grade point average or above),
- SAT scores of 1100 or ACT of 23 or higher,
- Completed admission application, postmarked no later than February 28.

Transfer students considered for this scholarship must provide:

- Strong academic credentials (3.0 college grade point average or above),
- A high school record, which reflects the criteria used for entering freshman (3.6 grade point average or above SAT 1100 or ACT 23 or higher),
- Completed admission application, postmarked no later than December 15 for the spring semester, and June 15 for the fall semester.

Students receiving a Dean's Scholarship are not eligible for any other Emmanuel College awards.

Sisters of Notre Dame de Namur Scholarship

This $2500 scholarship is given to students recommended by members of the founding order of Emmanuel College. To be considered for this scholarship, students should submit a written recommendation from a Sister of Notre Dame de Namur no later than February 28. To request a recommendation form, please contact the Office of Admissions at 617-735-9715.

Friends of Emmanuel College Scholarship

The extended Emmanuel family represents loyal and dedicated people throughout the United States and abroad. Eligibility for this $2,500 scholarship is a nomination from a friend, alumna, current faculty or staff person from the College. Nomination forms are available in your Guidance Office or by contacting the Office of Admissions at 617-735-9715. To be considered, the Office of Admissions must receive nomination forms no later than February 28.

The City of Boston Scholarship

Students, freshman and transfer, who are residents of the city of Boston are eligible for consideration for the $4,500 scholarship. Academic achievement, leadership and co-curricular involvement are evaluated in awarding this scholarship. Other criteria include: A minimum high school GPA of 3.0 (transfer students must also demonstrate a college grade point average of 3.0 or higher); an SAT of 1000 or higher; completed Admissions Application, postmarked no later than February 28.

Need-Based Financial Aid

Eligibility

Students eligible for need-based aid will meet the following criteria:

- demonstrate financial need;
- be a U.S. citizen, permanent resident, or eligible non-citizen (except for international scholarships); and,
- be making Satisfactory Academic Progress as defined by the College.

Financial assistance is not available for expenses incurred for courses that are audited.

Application Process

To apply for need-based aid for the 2001-2002 school year, the following forms must be completed.

Traditional Students

- Free Application for Federal Student Aid (FAFSA)
- Emmanuel College Application for Financial Aid

- Signed copy of parents' 2000 Federal Income Tax Return
- Signed copy of student's 2000 Federal Income Tax Return
- Other documents as requested

FAFSA forms are available at local high schools, the Financial Aid Office or by calling 1-800-4-FEDAID. The FAFSA may also be completed on the Internet at www.FAFSA.ed.gov

The priority filing date for applying for financial aid is April 15, but applications continue to be processed on a rolling basis. To insure priority consideration, the FAFSA form should be filed by April 1.

Emmanuel College Grants

Emmanuel Grant: Gift aid offered to full-time traditional undergraduate students who demonstrate financial need and academic merit, leadership skills or other qualities important to the campus community.

Endowed Scholarship

Endowed or Named Scholarships: Gift aid offered to students by Emmanuel College that are funded through the generous donations of friends or alumnae of the College.

International Scholarship

International Scholarship: Gift aid available to new, international first-year, and transfer students. A limited number of international scholarships are awarded annually ranging from $1,000 to $6,000. This scholarship may be renewed yearly for students who remain enrolled full-time.

Federal Financial Assistance

Federal Pell Grants: Gift aid awarded to students who are enrolled in an undergraduate program and demonstrate exceptional financial need. The awards range from $400 to $3,750.

Federal Supplemental Educational Opportunity Grants (FSEOG): Gift aid awarded to students who are enrolled at least half-time in an undergraduate program and demonstrate exceptional financial need. Students eligible for Federal Pell Grants are given priority for FSEOG.

Federal Work-Study: Employment funded through federal and institutional funding, the Financial Aid Office provides on-campus and off-campus employment opportunities in various public or private agencies in the Boston area to students who demonstrate financial need and who are enrolled at least half-time. Generally, students may earn up to $2,000 during the academic year and up to $3,000 during the summer.

Federal Perkins Loans: Low-interest (5%) loans awarded to undergraduate students who are enrolled at least half-time, based on the student's financial need and the availability of funds. Awards are generally $1,000-$2,000 per year.

Federal Direct Stafford Loan - Subsidized: Low interest student loans funded by the federal government. Undergraduate students who are enrolled at least half time may apply to borrow up to $2625 for the freshman year; $3,500 for the sophomore year; and $5,500 for both the junior and senior years. The aggregate maximum loan limit is $23,000. Graduate students may apply to borrow up to $8,500 per year, up to an aggregate maximum of $23,000. Graduate students may apply for up to $8,500 per year, up to an aggregate maximum of $138,500 (including undergraduate loans). Interest is variable, not to exceed 8.25 percent. The student incurs no interest payments while enrolled at least half time, and during a six-month grace period after the student leaves school, graduates or drop to less than half-time enrollment.

Federal Direct Stafford Loan – Unsubsidized: Students who do not demonstrate financial need

as determined from the information provided on the FAFSA, may borrow with a Federal Unsubsidized Stafford Loan. The same loan maximums apply for the Unsubsidized Loan as with the Subsidized Loan, however, independent freshman and sophomores may borrow an additional $4,000 per year and independent juniors and seniors may borrow an additional $5,000 per year. The borrower is responsible for paying all interest on the Unsubsidized Stafford Loan.

State Financial Assistance

State Scholarships: Connecticut, Delaware, Maine, Maryland, Massachusetts, New Hampshire, Pennsylvania, Rhode Island, and Vermont offer scholarships to eligible full-time students who attend Emmanuel College. Completing the federal FAFSA form and listing your state of residence insures your application for a state scholarship.

Massachusetts Gilbert Grants: Gift aid provided by the Commonwealth of Massachusetts to Emmanuel College for students who demonstrate financial need. This gift aid is awarded to full-time students based on financial need and Massachusetts residency. The maximum annual award is $2,500.

Massachusetts No-interest Loans: Zero-interest loans provided by the Commonwealth of Massachusetts to Emmanuel College. These loans are awarded to full-time students based on financial need and Massachusetts residency. Although they must be repaid, there is no interest charged to the student borrowing under this program. The maximum annual award is $4,000.

Other Assistance

Outside Scholarships

Many scholarships are available to student through school organizations, fraternal organizations and employers. These sources can be researched at your local library or high school guidance office. There are also many websites on the internet that have links to information about privately funded scholarships and grants, including: www.finaid.org, www.sourcepath.com/aid, and www.fastweb.com. The main branch of the Boston Public Library on Boylston Street contains the Higher Education Information Center (phone number: 800-422-1171) which can provide assistance on many financial aid matters including private scholarship information.

Student Employment

The Director of Internships and Career Development posts opportunities for students to locate part-time and full-time jobs off campus during the academic year and summers. A limited number of jobs on campus are also available.

Alternative Parent and Student Loans

A wide variety of parent and student loans are available if financial aid plus a family's personal resources are not sufficient to satisfy the cost of education. Interest rates on these loans vary from 6.5% to 14% and the lengths of repayment range from five years to thirty years. Information on these loans, which are offered by banks or private lenders, is available in the Financial Aid Office. Information on a few of these programs is given on the next page.

Federal Direct Parent Loan for Undergraduate Students (PLUS)

Parents of undergraduate students are eligible to apply for PLUS loans in amounts up to the cost of education minus financial aid. The interest rate is variable, but will never exceed 9 percent. Parents must be creditworthy and have up to 10 years to repay the loan at a minimum repayment of $50 per month. Dependent students whose parents have been denied the PLUS loan due to adverse credit can apply for the Federal Direct Unsubsidized Stafford Loan with the same terms as the independent student. Applications are available from the Financial Aid Office.

Massachusetts Educational Finance Authority (MEFA) Loan Program

Parents of undergraduate students are eligible to apply for an MEFA Loan in amounts up to the cost of education minus financial aid. The loan is available at either a fixed or variable interest rate (currently 6.98% and 5.98% respectively). Parents must be creditworthy and demonstrate ability to repay the loan. Applications are available from the Financial Aid Office.

TERI Alternative Loan

Parents and/or students are eligible to apply for a TERI Loan in amounts from $2,000 up to the cost of education minus financial aid. The interest rate is variable, but is not to exceed the lender's prime rate or base rate plus 2%. Borrowers must be creditworthy as determined by credit history and sufficient income. Applications are available from the Financial Aid Office.

Signature Education Loan

Undergraduate students are eligible to apply for a Signature Loan in amounts up to the cost of education minus financial aid. The interest rate is variable, adjusted quarterly at the 91-day U.S. Treasury rate + 3.10%. The student borrower must be creditworthy and have a creditworthy cosigner. Applications are available from the Financial Aid Office.

Payment Plan

Emmanuel College offers a tuition payment plan which allows a family to budget the charges not covered by financial aid. A student's annual costs may be spread over a 10 month period, making 10 equal payments beginning in June. There is a $50 charge to participate in the payment plan. Information is available from the Business Office.

Student Budgets

Student budgets are determined by living arrangements and enrollment status. A budget contains these *fixed expenses*: tuition, fees, room and board (if living on-campus), and *estimated costs* for: books, supplies, transportation, and personal expenses. Should a change in any of the listed expenses occur, the budget may be recalculated. If this results in adjusted financial aid eligibility, the student will be notified with a Revised Award Letter.

Listed below are sample budgets used by financial aid to calculate student eligibility for financial assistance at Emmanuel College during the 2001-2002 school year. Individual budgets will vary based on enrollment status and program.

Full-Time Resident

Tuition	$16,800
Fees	300
Room & Board	7,650
Books and Supplies	750
Transportation	270
Personal/Misc.	1,530
Loan Fees	180
Total	$27,480

Full-Time Commuter

Tuition	$16,800
Fees	300
Room & Board	3,780
Books and Supplies	750
Transportation	1,035
Personal/Misc.	1,530
Loan Fees	180
Total	$24,375

Study Abroad and Consortium Agreements

Some financial aid may be available to students studying abroad or at another college. The credits to be transferred to Emmanuel must be approved in advance. Please see the Financial Aid Office for information and application materials.

College Billing and Refund Procedure

Tuition and fees and room and board (for on-campus residents) for each semester are billed in July (due in August) and December (due in January). Students may use financial aid awards (except "Estimated" awards and Federal College Work Study) as a credit on their bill. It is your responsibility to pay any balance due. A Federal Direct Stafford Loan may be used as credit toward the bill once it has been processed by the Financial Aid Office. A MEFA, PLUS Loan, or other outside loan must be approved before it can be used to satisfy the student's bill.

Any financial aid awards greater than what is needed to pay the bill for the semester will be refunded after enrollment and housing are verified and loan promissory notes (for Federal Direct Stafford, Federal Direct PLUS, Federal Perkins and MA NIL) are properly signed, and the funds are received. This will not take place until the add/drop period has concluded each semester. Thus, students must make their own provisions for the purchase of books and payment of rent (if off-campus). No financial aid will be available to students in cash or check when they arrive on campus.

Satisfactory Academic Progress Policy

While determining and documenting financial need is of primary importance to all financial aid applicants, no less important to the returning student is the matter of Satisfactory Academic Progress (SAP), that is, measurable progress toward the completion of a course of study according to the standards of Emmanuel College and the federal government. SAP standards apply to all students.

Procedure

Each semester, student records are checked by the Financial Aid Office to determine which students are in danger of losing their financial aid eligibility. Notices are sent to students informing them if their eligibility is in jeopardy. Grades for these students will be checked again during the summer only if the Financial Aid Office is notified by the student that completed coursework will alter his or her SAP standing.

Students are solely responsible for maintaining their academic progress; those who have not done so will be notified of their ineligibility for financial aid during the awarding process or when their academic progress drops below the required minimum.

Requirements

Federal regulations require that SAP measures students' academic progress using both quantitative and qualitative measures.

Qualitatively, students must be maintaining a 2.0 (C) semester grade point average. If a student's cumulative grade point average drops below 2.0 (C) for two consecutive semesters after completing two years of attendance, he or she will be ineligible for financial aid.

Quantitatively, full-time students must successfully complete 66.66% of their attempted credits during each academic year. Students attending full-time have six years in which to complete a four-year program. Students attending half-time have eight years in which to complete a four-year program. In order to maintain Satisfactory Academic Progress a student is expected to complete the following minimum number of credits each year:

	Full-time	*Half-time*
1st year	21 credits	16 credits
2nd year	43 credits	32 credits
3rd year	64 credits	48 credits
4th year	85 credits	64 credits
5th year	107 credits	80 credits
6th year	128 credits	96 credits
7th year		112 credits
8th year		128 credits

Grades of failure, withdrawal, unofficial withdrawal, and incomplete do not count toward completed credits.

Part-Time Students

Part-time students must successfully complete 66.66% of the number of attempted credits for each part-time semester, and maintain a 2.0 (C) cumulative grade point average after their second academic year.

Appeal Process

Students who have lost their financial aid eligibility due to unsatisfactory academic progress may contact the Academic Advising Office or the Center for Adult Studies to request a petition for the Academic Review Board.

Special Circumstances

Special consideration may be given to students admitted, or later identified, as physically handicapped, learning disabled, or economically or educationally disadvantaged.

Students returning to Emmanuel College with less than a 2.0 (C) cumulative grade point average after a suspension, dismissal or required leave of absence are placed on probation. It is the responsibility of the student to officially notify the Financial Aid Office of any changes to their academic standing. (For example, credits transferred in from another institution need to be brought to our attention.) Aid cannot be awarded until this official notification is received. Students who have been denied financial aid because they were not making Satisfactory Academic Progress may again receive aid the semester after attaining Satisfactory Academic Progress.

Course Numbering Structure

The first digit of the course number indicates level.

0 = non-credit work

1 = undergraduate/introductory

2 = undergraduate/intermediate

3 = undergraduate/advanced (includes undergraduate seminars)

4 = undergraduate/independent or directed study/research/internship

American Studies

Claire Lang, Ph.D., Advisor

Program

The American Studies program views the American experience through the themes of diversity and change because these have been distinctive and defining elements of this national culture from its origins, and because they continue to define the unique role of the United States in the increasingly global and interconnected world of the 21st Century. The program's courses in history, politics, sociology, literature, the performing and visual arts, philosophy and religion provide in themselves a rich liberal arts education, as well as an appreciation of the attributes of diversity and change in the life of a society and in the lives of individuals in their various roles in the workplace, families and as citizens.

The major in American Studies can serve as a very valuable educational background for future study and careers in the fields of law, teaching, the academic professions, business, media and journalism, cultural institutions, social service, and politics. The program is of value both to the student who comes to the United States with an international background and the student who has grown up as part of the diverse and changing American experience.

Program requirements:

The American Studies major is a 12-course interdisciplinary program. Students wishing to declare a major in American Studies should consult with the Program Advisor. The student should, in consultation with the major advisor, design a course of study to ensure that courses are taken in an appropriate sequence, and that all requirements are met by graduation. As part of the process of declaring a major, the student must complete a one-page essay explaining the choice of courses.

There are three levels of program requirements and electives. Each student must include at least one 3000-level course in the major:

I. Foundations of the American nation and society (four required courses, preferably taken during the student's first two years):

HIST1105	United States History to 1877
HIST1106	United States History since 1877
POLSC1201	Introduction to American Politics and Government
SOC1105	American Society

II. Expressions of the American Experience (Seven electives chosen from the following courses, including at least one 3000-level course):

a. ART3205	American Art to 1913
MUSIC1107	American Musical Theatre
b. ENGL3105	Women in American Literature
ENGL1315	Traditions and Myths in American Literature
ENGL1331	Major American Authors I
ENGL1332	Major American Authors II
ENGL2421	Modern American Writers
c. HIST2128	Immigrants in the American Experience
HIST2105	America Since the 1960's
HIST3105	American Women's History
HIST3107	History of Boston
HIST3111	U.S. and Global Issues: 19th and 20th centuries
d. POLSC2207	Politics and the Media
POLSC2215	The American Presidency
POLSC2223	Politics through Film
POLSC2225	The 1960's
POLSC2401	American Foreign Policy
POLSC3607	Constitutional Law

	POLSC3609	Civil Liberties
e.	RELIG2105	American Judaism
	RELIG2121	Religions and Religion: The U.S. Experience
	RELIG2137	Religion and Politics
f.	SOC2105	Race and Ethnic Relations
	SOC2125	Spiritual and Social Visions for the 21st Century
	SOC2127	Social Class and Power
	SOC2131	Catholic Social Teaching

III. Capstone course (one course selected from the following options for upper-level independent work):

Interdisciplinary Seminar in American Studies

Directed Research

Internship

Art

Kathleen Soles, M.F.A., Chair

Programs

The Art Department offers the Bachelor of Arts in Studio Art and Art Therapy. Courses leading to Provisional Certification in Art Education by the Commonwealth of Massachusetts, K-9 and 5-12 may be taken. Art History may be selected as a concentration in an individually designed major.

The Art Department offers the Bachelor of Fine Arts in Graphic Design and Technology and as a concentration in an individually designed major.

Studio Art

The objectives of the Studio Art Program are as follows:

- to introduce and develop an understanding of the conceptual and technical aspects of various media such as drawing, painting, printmaking, design, pottery, graphic design, and sculpture;
- to assist students in developing both technical aptitude with media and an independent critical ability to choose media for artistic expression;
- to develop in students the ability to evaluate their own work and that of other artists through art history courses, class discussion, and papers, as well as visits to museums, galleries, and artists' studios; and,
- to prepare students to develop their own direction in which form and content are paramount.

Requirements for Departmental Major in Studio Art

- art history: ART1201 or 1202; 3207, one elective
- studio art: ART1401, 1402, 2401, 2403, 2404, 2415, 3417-3418
- thesis and senior exhibition

Teacher Certification in Art Education

Students wishing provisional certification in Art Education by the Commonwealth of Massachusetts should consult the chair of the Art Department.

Requirements for Studio Art Minor

- studio art: ART1401, 2403, 3417-3418; and two electives chosen from 2401, 2404, 2407, 2411, or 3407

Requirements for Art History Minor

- art history: ART1201, ART1202; three courses in art history to be selected in consultation with advisor.

Bachelor Of Fine Arts

In addition to the Bachelor of Arts with a concentration in Art, the Art Department offers the Bachelor of Fine Arts degree with a concentration in Graphic Design and Technology and as a concentration in an individually designed major. To achieve this degree, the student must take studio courses that ensure sequential learning experiences in both fundamental and specific areas of art. In addition to the core requirements, 17 courses in art are required.

Those who come to Emmanuel after receiving a Bachelor of Arts degree in Art must be formally admitted to the program. The applicant should present an official transcript of a Baccalaureate degree, a portfolio, and two letters of recommendation if the applicant has completed work outside Emmanuel. The B.F.A. has a matriculation requirement of six courses to be chosen in consultation with a department advisor. The degree also requires a B.F.A. project and exhibition.

B.F.A. in Graphic Design and Technology

ART1401	Basic Drawing I
ART1402	Basic Drawing II
ART2403	Design and Composition I
ART2404	Design and Composition II
ART1201	Survey of Western Art I
or	
ART1202	Survey of Western Art II
ART2415	Life Drawing
ART2411	Printmaking I
ART2417	Digital Design/Pagemaker
ART2419	Digital Design/Quark
ART2421	Web Design
ART2423	Type and Design
ART3207	Modern Art
ART3411	Photography I
ART3412	Photography II and Video
ART3419	Digital Imaging
ART3421	Advanced Graphic Design Problems
ART3423	Digital Video
ART3417-3418	Design Strategies
ART4194	Internship

One elective chosen from studio or art history. A non-credit B.F.A. thesis project which includes an exhibition.

Suggested courses for B.F.A. in Studio Art as Individualized Major

ART1401	Basic Drawing I
ART1402	Basic Drawing II
ART1201	Survey of Western Art I
or	
ART1202	Survey of Western Art II
ART2401	Painting I
ART2403	Design and Composition I
ART2404	Design and Composition II
ART2411	Printmaking I
ART2412	Printmaking II
ART2415	Life Drawing
ART3207	Modern Art
ART3403	Painting II
ART3417-3418	Design Strategies

Five electives from studio or art history, and a non-credit B.F.A. thesis project which includes an exhibition.

Suggested Four-Year Program for B.F.A. in Graphic Design and Technology

The following is a preferred course sequence for the B.F.A. in Graphic Design and Technology Degree.

Freshman/FA

ART1401	Basic Drawing I
ART2403	Design & Composition I

Freshman/SPR

ART1402	Basic Drawing II
ART2404	Design & Composition II

Sophomore/FA

ART2417	Digital Design/Pagemaker (2)
ART2419	Digital Design/Quark (2)
ART3419	Digital Imaging (2)
(ART1201	Survey of Western Art I)*

Sophomore/SPR

ART2423	Type & Design (2)
	(ART elective)
or	(ART 1202 Survey II)*

Junior/FA

ART2415	Life Drawing*
ART2423	Digital Video (2)
ART3411	Photography I

Junior/SPR

ART2421	Web Design (2)****
ART3412	Photography II & Video
	(ART elective)*

Senior/FA

ART3417	Design Strategies***
ART2411	Printmaking I*
ART3421	Advanced Graphic Design
ART3207	Modern Art**

Senior/SPR

ART3418	Design Strategies***
ART4194	Internship
	(ART elective)*

*These courses may be taken in sophomore, junior or senior year.

**This course may be taken in fall of junior or senior year.

***ART3417 and 3418 Design Strategies is a full year course for 4 credits.

**** This course may be taken in either the fall or spring semester.

(Survey of Western Art I or II may be taken. Students are required to take one.) One art elective is required for the degree and may be taken in either studio art or art history.

Art Therapy

This program is designed to enable students to use art in a therapeutic and experiential way. Program components include a studio major and courses in biology and psychology. A clinical practicum provides students with the opportunity to work with children, therapists in rehabilitation centers, and recreational directors in hospitals, nursing homes, and day-care centers. See the director of the program for requirements to qualify for this practicum. The program leads to a BA in Studio Art with specialization in Art Therapy.

Requirements for Departmental Specialization in Art Therapy

- studio art: ART1401, 2401, 2403, 2404, 3417-3418, 3407, one elective
- art therapy: ART3301, 4366
- art history: ART1201 or 1202; 3207, one elective
- biology: BIOL1110, 1111
- psychology: PSYCH1201, 2303, 2304, 2403, 3211
- thesis

recommended: PSYCH2405; PSYCH3401 or 3405

Suggested Four-Year Program in Art Therapy

First Year

ART1401	Basic Drawing I
ART1201	Survey of Western Art I
or	
ART1202	Survey of Western Art II
PSYCH1201	General Psychology
PSYCH2303	Human Development I
PSYCH2304	Human Development II

Second Year

ART2403	Design & Composition I
ART2404	Design & Composition II
ART3407	Pottery
ART3207	Modern Art
BIOL1110	Human Anatomy & Physiology I
BIOL1111	Human Anatomy & Physiology II
PSYCH2403	Abnormal Psychology
PSYCH3211	Theories of Personality

Third Year

ART2401	Painting I
ART3301	Principles of Art Therapy
ART3207	Modern Art (if not taken as sophomore)

one art history elective

one art studio elective

Fourth Year

ART4366	Art Therapy Practicum
ART3417-3418	Design Strategies

recommended: PSYCH3401; PSYCH3405 or 2405

Biology

Ann M. Belanger, Ph.D.,Chair

Program

The Biology Department offers courses designed to provide students with an understanding of the origins, evolution and molecular basis of life, the structure and function of living organisms, the complex interactions between organisms, and their relationship to the environment. Students have the opportunity to develop a fuller appreciation of their own biology which will serve as a basis for making informed decisions about the quality of their lives and the lives of others.

The major provides specialized training for students planning a career in biology or a related field. The program of required and elective courses combines a survey of the fundamental areas of biology with a rigorous laboratory experience, which enables graduates to pursue a wide variety of options. Recent alumnae have undertaken graduate study in biochemistry, medicine, veterinary medicine, public health, nursing, optometry, medical technology and other health care professions. Others have obtained immediate employment as laboratory technicians, biotechnology researchers, forensic scientists, and secondary school teachers.

Requirements for Departmental Major

- Core Requirements: BIOL1105, BIOL1106, BIOL2129, BIOL2131, BIOL3160, CHEM1101, CHEM1102, CHEM2101, CHEM2102
- Electives: Five Biology Courses, selected from: BIOL2105, BIOL2107, BIOL2113, BIOL2115, BIOL2117, BIOL2119, BIOL2123, BIOL3101, BIOL3103, BIOL3105, BIOL3119, BIOL3125, BIOL3127, BIOL3132, BIOL4194, BIOL4195 For BS, at least two at the 3000-level, and three with laboratory; For BA, at least one at the 3000-level, and two with laboratory

Additional courses required for the BS degree and strongly recommended for the BA degree:

- PHYS1109, PHYS1113
- MATH1111, MATH1112, or MATH1117, MATH1121

BS with concentration in Biochemistry

This program is ideal for those pursuing a career in research or health sciences such as medicine or dentistry. Students complete two semesters of laboratory research as well as a combination of biology and chemistry courses.

- Additional Requirements: BIOL4194, BIOL4195, CHEM2105 or CHEM 2106
- Electives: Three electives, one at the 3000-level and two with a laboratory component

BS with concentration in Medical Technology

Upon completion of this program, students will be eligible to apply for a one-year internship at a hospital with a certified medical technology training program. The internship, which begins after graduation, prepares students for the certification examination administered by the Registry of Medical Technologists of the American Society of Clinical Pathologists.

- Additional Requirements: BIOL3119, BIOL3127
- Electives: Three electives, including at least one with laboratory

BA with Massachusetts Secondary Teacher Certification

In order to be certified to teach biology at the secondary level, a student must complete a program of specified courses in biology and education. For teacher certification requirements see the Education Department listing.

- Additional Requirements: BIOL2105, BIOL2107, BIOL2113, BIOL2123, BIOL3103

Requirements for Minor in Biology

- Required Courses: BIOL1101 and BIOL1102; or BIOL1105 and BIOL1106; or BIOL1110 and BIOL1111
- Electives: any three biology courses except BIOL3160, BIOL4194, and BIOL4195

Suggested Four-Year Program for Biology Majors

First Year

BIOL1105	Introduction to Cellular and Molecular Biology
BIOL1106	Introduction to Organismic and Evolutionary Biology
CHEM1101-1102	Principles of Chemistry

Second Year

BIOL2129	Animal Structure and Function
CHEM2101-2102	Organic Chemistry

Biology Elective(s)

Third Year

BIOL2131	Biochemistry I
PHYS1109-1113	General Physics (Calculus)

Biology Elective(s)

Fourth Year

BIOL3160	Seminar

Biology Elective(s)

Chemistry and Physics

Ann M. Belanger, Ph.D., Chair

Programs In Chemistry

The Chemistry Department offers a major in chemistry with an optional concentration in biochemistry. Each program prepares the student for immediate job entry or for graduate and professional study.

The opportunities in chemistry are many and varied. Recent chemistry graduates are in medicine, law, college and secondary school teaching ecology, biotechnology and industrial research.

The department advisor provides guidance on an individual basis so that the student will select a program suited to career goals.

Requirements for Departmental Major

- CHEM1101, 1102, 2101, 2102, 2104 2105, 2106, 3160, MATH1111, 1112, PHYS1109, 1113,
- Two electives selected from upper level chemistry or physics courses

Requirements for Departmental Major with Biochemistry Concentration

- CHEM1101, 1102, 2101, 2102, 2104 2105, 2106, 2111, 3160
- MATH1111, 1112, PHYS1109, 1113,
- Two electives selected from upper level biology courses

Recommended Four-Year Program for B.S. in Chemistry

First Year

CHEM1101, 1102	Principles of Chemistry I, II
MATH1111, 1112	Calculus I, II

Second Year

CHEM2101, 2102	Organic Chemistry
PHYS1109, 1113	General Physics I, II

Third Year

CHEM2105, 2106	Physical Chemistry I, II

or

CHEM2104	Fundamentals of Chemical Analysis chemistry

or

Physics electives

Fourth Year

CHEM2105, 2106	Physical Chemistry I, II

or

Chem 2104	Fundamentals of Chemical Analysis
CHEM3160	Seminar

Chemistry or Physics electives

Recommended Four-Year Program for a B.S. in Chemistry with a Biochemistry Concentration

First Year

CHEM1101, 1102	Principles of Chemistry I, II
BIOL1105, 1106,	Introduction to Cellular and Molecular Biology
MATH1111, 1112	Calculus I, II

Second Year

CHEM2101, 2102	Organic Chemistry I, II
PHYS1109, 1113	General Physics I, II

Third Year

CHEM2105, 2106	Physical Chemistry I, II
or	
CHEM 2104	Fundamentals of Chemical Analysis
CHEM2111	Biochemistry I
CHEM 3132	Advanced Topics in Biochemistry II
Biology electives	

Fourth Year

CHEM2105, 2106	Physical Chemistry I, II
or	
CHEM2104	Fundamentals of Chemical Analysis
CHEM3160	Seminar
Biology electives	

Requirements for the Departmental Minor

- CHEM1101, 1102 Principles of Chemistry I, II
- CHEM2101, 2102 Organic Chemistry I, II
- CHEM2105 Physical Chemistry I or CHEM 2106 Physical Chemistry II

Requirements for Teacher Certification

Students who wish to apply for secondary school certification in Massachusetts may do so with a major in chemistry. For teacher certification requirement see the Education Department listing.

Program In Physics

The Physics Department offers students the opportunity to develop an understanding of the physical laws governing natural processes and the methods of scientific inquiry. The study of physics provides an excellent preparation for employment in industry or government, elementary or secondary school teaching, or graduate school in physics or engineering. The department offers courses in the area of mechanics and modern physics, as well as general requirement courses in astronomy and energy and the environment. Students interested in an individualized major including physics should consult with the department.

Requirements for Departmental Minor

- PHYS1109, 1113
- two 2000-level courses
- PHYS3105 or 3106

Students who wish to take courses beyond the 1000 level must satisfy the mathematics requirements, which include MATH1109, 1112, 2103.

Economics and Management

Mirtha Crisóstomo, M.Ed., M.B.A., Chair

Programs

The Economics and Management Department offers a major in management with three options for interdisciplinary concentration: economics; global management; marketing; media and design.

The BA in Management provides graduates with a general understanding of business principles supported by a strong background in the liberal arts. Students will graduate with a clear understanding of the theories and tools necessary to manage responsibly in a complex society. Specifically, the goal of this major is to graduate students with leadership, planning, and technical skills developed within an interdisciplinary framework. In addition, students graduating with a degree in Management will develop competencies in writing, quantitative analysis, ethics and social responsibility, leadership and teamwork, international/multicultural issues, and technology. This integrated management degree will prepare students for entry-level careers in all sectors of business.

Core Courses (required)

MGMT1303	Foundations of Management
MGMT1201	Financial Accounting
MGMT2201	Managerial Accounting
MGMT2305	Financial Management
MGMT2307	Management Psychology
MGMT1301	Business Law
MGMT3301	Principles of Marketing
MGMT4303	Strategic Management
MGMT3302	Operations Management
MGMT4396	Management Internship
ECON1101	Principles of Microeconomics
ECON1103	Principles of Macroeconomics
ECON2101	History of Economic Thought

In addition, departmental majors must complete the following courses outside the department:

MATH1117	Statistics
MATH1121	Applied Mathematics or
MATH1111	Calculus I

Management majors may choose the following areas of specialization:

Concentration In Economics

Choose three of the following:

ECON3105	Money and Financial Markets
ECON3115	Economics and the Environment
ECON3113	Economic of Health Care
ECON3103	The International Economy or
ECON2113	Politics of International Economic Relations

Concentration In Global Management

Required:

MGMT2202	International Management
ECON3103	The International Economy

Choose two of the following:

HIST2102	Modern World history
SOC2105	Race and Ethnic Relations
SOC3105	Social Change and Development
SOC2129	Cultural Geography
POLSC1401	International Relations
RELIG2137	Religion and Politics or
RELIG2135	World Religions

Concentration In Marketing Media And Design

Required:

ART2404	Design and Composition II
ENGL1208	Persuasive Strategies

Choose two of the following:

ART2417	Digital Design and ART3419 Digital Imaging
ART2421	Web Design and ART2419 Digital Design
ENGL2503	Writing for Mass Media: Public Relation and Advertising
ENGL3501	Media Criticism
ITECH2101	Communications and Problem Solving with Computers
SPCH1101	Dynamics of Speech Communication

Suggested Four-Year Program For Management Major

First Year

MGMT1303	Foundations of Management
ECON1101	Principles of Microeconomics
ECON1103	Principles of Macroeconomics
MATH1121	Applied Mathematics for the Natural, Social and Management Sciences*

Second Year

MGMT1201	Financial Accounting
MGMT2201	Managerial Accounting
MATH1117	Introduction to Statistics
ECON2101	History of Economic Thought

Third Year

MGMT2307	Management Psychology
MGMT1301	Business Law
MGMT3301	Principles of Marketing
MGMT2305	Financial Management
MGMT3302	Operations Management

Fourth Year

MGMT4303	Strategic Management
MGMT4396	Management Internship

Students should select electives and their internships with a career goal in mind. Some examples would include:

- international business - foreign languages, international economics, history, and political science
- computer science - advanced mathematics and computer courses
- personnel - labor relations, interviewing skills, psychology, and sociology courses
- finance - money and banking, international finance, accounting courses
- graduate school in business or economics - advanced mathematics courses and,
- law school - liberal arts electives.

Education

Sandra Perry, Ph.D., Chair

Programs

Since 1919 Emmanuel College has prepared teachers for public, parochial, and private schools. In the Education Department students are given a strong theoretical base upon which their practicum experiences build. This helps students develop those skills necessary to manage a sound, organized, and creative learning environment. Pre-service teachers are encouraged to continue to develop a philosophy of education uniquely their own and yet part of a larger whole, that of the school and the society.

Certification required by the Massachusetts State Department of Education provides for a three-stage teacher certification process: provisional, provisional with advanced standing and standard certification. Provisional with advanced standing requires a bachelor's degree with a liberal arts/sciences or interdisciplinary major and completion of education course work leading to provisional certification. Provisional certification qualifies an individual for a teaching position. The third stage necessitates the completion of a clinical master's degree, or the equivalent, including education course work leading to standard certification, which must be completed within five years of obtaining a teaching position.

Acceptance to the Teacher Certification Program

An application for admission into the Elementary School Teacher Education Program and Secondary School Teacher Education Program must be filed with the Education Department the term following the completion of EDUC1401 and EDUC1501. A student who receives a grade of 1.67 (C-) or below in EDUC2209 or EDUC2305 will be required to remove specific deficiencies before the department will act upon the application. In addition, the student must submit a letter of recommendation from a professor outside the department or from his/her first year advisor.

Criteria for Acceptance into the Teacher Education Program

For acceptance, the student must:

- have a minimum cumulative grade point average of 2.5 at the end of the junior year in order to do student teaching in the senior year;
- meet the requirements of course work, field experiences, and competencies specified by the Education Department and maintain a minimum grade of C in required education courses;
- have the recommendation of his/her department and be on the Emmanuel College campus at least one semester of her junior year, if planning to student teach; and,
- be evaluated in the second semester of the junior year through a personal interview on qualifications other than academic ability and achievement.

Elementary Education

Students interested in elementary education certification (grades 1-6) follow the Liberal Arts Major.

The Liberal Arts Major is designed specifically to address the elementary classroom environment. The course work provides a specific focus by combining liberal arts courses with education courses, including those designated as general requirements, necessary for initial license.

Suggested Four Year Program for Elementary Education Certification and Liberal Arts Major

First Year

Fall

EDUC1501	Multicultural Education
IDS1101	Cityscapes
ENGL1201	Writing Workshop I
One from*	

Spring

EDUC1401	Educational Psychology
ENGL1202	Writing Workshop II
ITECH1101	Computer Application for Liberal Arts
One from**	

Second Year

Fall

EDUC2301	K-12 Curriculum Development
Foreign Language I	
One from*	
One from*	
One from*	

Spring

EDUC2205+	Elementary Methods/Reading & Language Arts
Foreign Language II	
MATH1119	Math for Elementary Teachers
or	
CHEM1104	Chemistry of Everyday Life
One from**	
One from**	

Third Year

Fall

EDUC2101+	The Exceptional child
RELIG I	
One from*	
One from*	
One from*	

Spring

EDUC2207+	Elementary Methods/ Math & Science
MATH1119	Math for Elementary Teachers
or	
CHEM1104	Chemistry for Everyday Life
EDUC3201	Curriculum Technology Integration
One from*	

Fourth Year

Fall

EDUC4467	Student Teaching Practicum
EDUC3457	Student Teaching Seminar

Spring

EDUC3301	Testing & Assessment
PHILOSOPHY	
RELIG II	

+ Prepracticum field-based experience

* One from, in any order

ART1201, ART 1202

MUSIC1107, MUSIC1101

ENGL1331, ENGL1303

HIST1105 and 1108, HIST1106 and HIST1109

POLSC1201

SOC2129

BIOL1101

Secondary Education

A student interested in becoming certified to teach in a secondary school (grades 9-12) will complete the college major in the area in which the student plans to teach. Majors leading to content area certification at the secondary level include: Biology, Chemistry, English, History, Mathematics, and Spanish.

In addition to the Major, secondary education students must complete the following sequence of courses for license:

First Year	
EDUC1501	Multicultural Education
EDUC1401	Educational Psychology
Second Year	
EDUC2301	K-12 Curriculum
EDUC2302+	Secondary Methods/Classroom Management
Third Year	
EDUC2101+	The Exceptional Child
EDUC2305+	Secondary Methods/ Strategies of Teaching
EDUC3201	Curriculum Technology Integration
Fourth Year	
EDUC4467	Student Teaching Practicum
EDUC3457	Student Teaching Seminar
EDUC3301	Testing & Assessment

+ Pre practicum field-based experience

English

Lisa M. Stepanski, Ph.D., Chair

Programs

The English Department offers programs in both literature and communication. The guiding principle behind both is rhetorical analysis, that is, examining how we use language to influence the beliefs, attitudes, or emotions of various audiences. Students who major in either literature or communication will study the process by which we derive meaning from a variety of texts, written, oral, visual, or multimedia in nature.

Through its two programs in literature and communication, the Department seeks to demonstrate how the knowledge associated with the study of English can serve students in their future roles as citizens, cultural consumers, and workers in a society increasingly shaped by language and the media. Both programs emphasize the development of students' writing, speaking, and research abilities, skills which are in great demand in today's high-tech workplace.

All students contemplating majors or minors in the Department of English should note that the professional fields associated with literature and communication both call for advanced levels of literacy. Thus, students who major in the Department should expect and desire coursework which heavily emphasizes reading and writing.

An honors program involving scholarly research under faculty direction is open to those majors in literature or communication with a 3.5 GPA in department courses.

Literature Program

The literature program specifically enables students to study texts composed or translated into English and to understand the various cultural forces that have influenced their making. Students gain a broad overview of major texts and traditions in British, American and world literature, as well as some familiarity with critical theory. The literature major, with its focus on developing students' cultural and rhetorical awareness as well as speaking, reading, and writing skills, is excellent preparation for graduate study and professional careers in law, business, education, publishing, journalism, public relations, human resource management, and advertising.

All literature majors must take ENGL 1208 Persuasive Strategies and Rhetorical Traditions. This should be completed in the first year.

Literature majors then take:

ONE of the following three courses (taken during the second year):

ENGL1327 Major British Poetry

ENGL1328 Major British Fiction

ENGL1329 Major British Drama

And the following TWO courses:

ENGL2101 Literature and Film (third year)

ENGL3460 Seminar: Gender, Texts, and Identity (fourth year)

In addition to these four core courses, literature majors take the following SIX courses:

one additional course in British literature from ENGL1327, 1328 or 1329

one course in American literature from ENGL 1331 or 1332

one course in Shakespeare from ENGL2401, 2403, or 2405

two courses in modern literature from ENGL 2409, 2413, 2417, 2421 or 2423

one departmental elective in literature, writing, or communication

Requirements for Departmental Minor in Literature

Students wishing to minor in Literature should consult with the department chair regarding requirements.

Communication Program

The communication program is organized around a series of skills or competencies the Department has identified as essential for those who hope to enter the professional communication field upon graduation. These eight areas are: Rhetorical Knowledge; Cultural Literacy; Writing and Research; Public Speaking and Oral Performance; Technology and Visual Literacy; Collaborative Expertise; Professional Experience; and Senior-level/Capstone Research Seminar. These are further described below.

The communication major requires 40 credit hours of coursework, with one course (four-credit or the equivalent) from each of the eight categories listed below. In addition, communication majors take two additional courses (four-credit or the equivalent) chosen from any of the categories. For categories without two credit courses, students must complete at least one standard four credit-hour course.

With differing emphases, the communication major helps students develop their competence and knowledge in eight key areas:

1) Rhetorical Knowledge: Understanding how language and symbols influence beliefs, ideas, and emotions, and how persuasion depends upon ethical choices.

2) Cultural Literacy: Understanding literary and cultural history through the reading and interpretation of literary texts, and how texts from the past influence responses to print and media sources today.

3) Writing and Research: Understanding and practicing the composing processes and research strategies that are essential to producing good writing.

4) Public Speaking and Oral Performance: Understanding and practicing the process by which printed texts are adapted to a variety of performance situations.

5) Technology and Visual Literacy: Understanding issues which influence how written language is interpreted when combined with visual, computer, and multimedia technologies.

6) Collaborative Expertise: Understanding and practicing effective strategies for collaborating with others on writing and speaking tasks which involve group work.

7) Professional Experience: Applying the knowledge gained through classroom work to an internship in the communication field.

8) Senior-level/Capstone Research Seminar: Applying at an advanced level the research skills and knowledge gained in earlier communication courses to the completion of a major research project.

The following courses fulfill the requirement under which they are listed:

1) Rhetorical Knowledge:

ENGL1208	Persuasive Strategies and Rhetorical Traditions

2) Cultural Literacy:

ENGL1305	Women in American Literature
ENGL1311	Love and Gender in Literature
ENGL1313	Short Fictions
ENGL1314	Spirituality and the Literary Imagination
ENGL1327	Major British Poetry
ENGL1328	Major British Fiction
ENGL1331	Major American Authors I
ENGL1332	Major American Authors II
ENGL2401	Shakespeare: Comedies and Romancs
ENGL2403	Shakespeare: Tragedies and Histories
ENGL2409	Modern Political Novel
ENGL2413	Modern British Novel
ENGL2421	Modern American Writers

3) Writing and Research:

ENGL1303	Autobiographical Writings
ENGL2203	Creative Writing
ENGL2204	Prose Writing
ENGL2501	Writing for the Mass Media: Journalism
ENGL2503	Writing for the Mass Media: Advertising and Public Relations
LIB1101	Library Research Methods (2cr; w/permission)
SOC2113	Methods of Social Research (w/permission)

4) Public Speaking and Oral Performance:

ENGL 1323	Studies in Drama
ENGL2417	Modern Drama
SPCH1101	Dynamics of Speech Communication
ENGL2405	Shakespeare from Study to Stage
SPCH2101	Theater Arts I: Process and Technique (acting class)
SPCH3105	Advanced Dynamics of Speech Communication

5) Technology and Visual Literacy:

ENGL1315	Traditions and Myths in American Literature
ENGL2101	Literature and Film
ART2417	Digital Design/Pagemaker (Pagemaker) (2cr)
ART2419	Digital Design/Quark (2cr)
ART2421	Web Design (2cr)
ART2423	Type and Design (Illustrator) (2cr)
ART3419	Digital Imaging (Photoshop) (2cr)
ITECH2101	Communicating and Problem Solving with Computers
ITECH2109	Using the Internet: Tools and Techniques (2cr)
ITECH3101	Learning and Leading with Technology
ITECH3103	Information Systems in the Workplace
ITECH3105	Social Issues in Technology
LIB1109	Video Production (2cr)

6) Collaborative Expertise:

ENGL2202	Writing for the Workplace
ENGL2802	Editing and Publishing
PSYCH2601	Management Psychology

7) Professional Experience:

ENGL4594	Internship I
ENGL4595	Internship II

8) Senior-Level/Capstone Research Seminar:

ENGL3460	Seminar: Gender, Texts and Identity
ENGL3501	Media Criticism

The communication major is designed to be completed in 8 semesters of full-time study (4 years) and should be planned when possible in the following sequence, with specific courses chosen to complete each requirement:

In the First Two Years:

- Rhetorical Knowledge Requirement: ENGL1208: Persuasive Strategies (to be taken as the first course in the major)
- Cultural Literacy Requirement
- Writing and Research Requirement
- Public Speaking and Oral Performance Requirement
- Technology and Visual Literacy Requirement

In the Final Two Years:

- Any of the above requirements not yet completed
- Collaborative Expertise Requirement
- Professional Experience Requirement
- Capstone Seminar
- Elective Courses from any of the eight categories

Requirements For Departmental Minor In Communication

Students wishing to minor in communication should consult with the department chair regarding requirements.

Certification For Teachers Of English

Students interested in certification to teach English at either the elementary or secondary levels should consult with the education department chair as well as their English department advisor as soon as possible after declaring the major.

Foreign Languages

Arlyn Sanchez Silva, Ph.D., Chair

Programs

Learning a second language in today's global society broadens a student's horizons not only by providing another linguistic framework, but by introducing the thoughts, values, and assumptions that constitute another culture. Competency in a second language gives one an advantage in the workplace, be it in management, teaching, health care, business, counseling, banking, politics, or law. Foreign language majors lead fulfilling careers in teaching at all levels, interpreting, translating, editing and working in the travel industry. Students who major in a foreign language also have a solid foundation for graduate work in other areas of knowledge.

The Department of Foreign Languages offers courses in English as a second language, French, Spanish and literature in translation. It is possible to major in Spanish or to select an individually designed interdisciplinary major with a concentration in Spanish. Students interested in pursuing the second option should meet with the department chair as early as possible in their academic programs to discuss their particular interests. Spanish courses comprise the study of language, as well as the incorporation of the students' experience into the reading and analysis of representative literature of the Spanish-speaking world. French courses cover two levels of language and include the study of Franco-phone literature and cultures. English as a second language courses emphasize speaking, reading, and writing. The literature in translation courses, taught in English, introduce the student to major world authors.

Language laboratory facilities allow students to develop oral and aural command of language skills.

The department strongly encourages study abroad at accredited institutions for one or two semesters and/or for the summer.

Requirements for a Departmental Major in Spanish

- Ten courses chosen with departmental advising. These may include Beginning courses.

Requirements for a Departmental Minor in Spanish

- Six courses chosen with departmental advising at the Intermediate level or beyond.

Teacher Certification

For teacher certification requirements see the Education Department listing.

Global Studies

Lenore Martin, Ph.D., Advisor

Program

The Global Studies Program is an interdisciplinary major designed to prepare students for work and life in an increasingly inter-connected world. The program provides a broad-based foundation in world history, culture, politics and economics. Students will gain in-depth understanding of international relations, conflict and change and a heightened sensitivity to diverse cultures. The major is well suited to students interested in a career in such rapidly growing sectors as international business, law, media, and governmental and non-governmental organizations concerned with diplomacy, policy making, public health, peace, relief operations, immigration and the environment.

The major in Global Studies consists of 12 courses, drawn from the following three categories. Students should choose their courses in consultation with their advisors. As part of the process of declaring a major, the student must complete a one-page essay explaining the choice of courses. At least one course in the major must be taken at the 3000-level.

Requirements for Major in Global Studies:

Core Courses (five required courses):

SOC/IDS2129	Cultural Geography
POLSC1401	Introduction to International Relations
POLSC2409	Politics of International Economic Relations

(Students who have completed ECON1101 and 1103 should consider taking: ECON3103 The International Economy in place of POLSC2409)

HIST2102	Modern World History
REL2135	Religions of the World

Electives (choose six of the following):

LANG3417	The Spanish-American Experience
LANG3427	Contemporary Spanish American Women Novelists
LANG3429	Encounters with Great Figures of Hispanic Literature
LANG2103	Literary Mirrors
ENGL2409	The Political Novel
IDS2133	Crisis and Creativity
ART2211	Art of Africa
ART2209	Art of Asia
MUS1113	Music of the World
EDU1501	Introduction in Multicultural Education
ITECH3105	Social Issues in Technology

IDS2113	Basic Issues in Women's Studies
HIST2101	World History to 1500
HIST3111	U.S. and Global Issues
HIST2119	European History, 1815-1914
HIST2120	European History, 1914- Cold War
HIST1107	History of Africa
HIST/IDS2109 /SOC2107	The Urban World
SOC1107	Introduction to Anthropology
SOC2105	Race and Ethnic Relations
SOC3105	Social Change and Development
ECON1103	Principles of Macroeconomics
ECON3107	Comparative Economic Systems
ECON3115	Environmental Economics
ECON3103	The International Economy
ECON2113/ POLSC2409	The Politics of International Economic Relations
POLSC2503	Revolution and Nationalism
POLSC2403	Human Issues in International Relations
POLSC3405	Strategies of War and Peace
POLSC2301	Comparative Politics and Economics of Transitional Societies
POLSC2401	American Foreign Policy

Capstone experience

Each student must complete a senior thesis. This thesis may be produced as part of an internship, directed research, or seminar.

Students enrolling in this program are strongly urged to complete a semester or year of study abroad as part of the major.

History

Lenore Martin, Ph.D., Chair

Programs

The History Department provides Emmanuel College with a basic liberal arts component that includes an integrated view of our and other peoples' heritages and traditions; an appreciation of the role time plays in human events; an awareness of the uniqueness as well as the similarity of the past activities and experiences of peoples; and the role values play in the development of civilizations. For those who wish to pursue the study of history in a more professional manner, the department provides more specialized study as well as training in research methods, theories of history, and applied work through a broad range of internship choices in archives, libraries, museums, politics and government, and the media.

Requirements for Departmental Major

- HIST1105, 1106, 1108, 1109 and six other departmental courses
- Internships are not required, but are available

Requirements for Departmental Minor

- HIST1105, 1106, 1108, 1109, and one other departmental course

Requirements for Secondary School Teacher Certification

Students majoring in history can qualify for certification as secondary school teachers. The Secondary Education Program for teachers of history is approved by the Interstate Certification Compact. Students, therefore, receive certification in Massachusetts and enjoy reciprocal privileges in those states that are part of the compact. For teacher certification requirements, see the Education Department listing.

Instructional Technology

Marie E. Gurry, M.Ed., Chair

Programs

Computer courses provide students with experience using the latest technology. Students gain skills in using a variety of hardware/software necessary for success in the Liberal Arts Program.

At this time Departmental Major is not offered. However, students may acquire a minor in Information Technology. This minor will enable students to better prepare for the increased role of technology in the world.

Requirements for Departmental Minor

- ITECH2101, ITECH3103
- Three to four (12 credits) additional technology-based courses selected in consultation with departmental advisor.

Mathematics

Jeanne Trubek, Ph.D., Chair

Programs

The goal of the mathematics major is to provide a solid theoretical understanding of mathematics, in addition to an appreciation of the many applications of mathematics in the sciences and other disciplines. While the requirements emphasize the applied areas of mathematics, the student has the opportunity through choice of electives to study more abstract areas as well. A student will be well-prepared for either graduate school or immediate job entry upon graduation.

Requirements for Departmental Major

- MATH1111, 1112, 2101, 2103, 2109, 3103, 3105
- Three electives to be chosen from MATH2107, 3101, 3107, 3157, 4194

Requirements for Departmental Minor

This minor provides a strong background in mathematics for students majoring in biology, chemistry, physics, economics and management. The program offers valuable support to the student who chooses an immediate career in her field and provides essential background for students pursuing graduate work.

Requirements

- MATH1111, 1112
- three courses from MATH1117, 2101, 2103, 2107, 2109, 3101, 3103, 3105, 3107, 3157

Teacher Certification

For teacher certification requirements, see the Education Department listing.

Suggested Four-Year Program for Departmental Major

There would be two typical sequences in which students satisfy the course requirements for the major. Students may choose to take electives at different times, but should check that they will be offered when needed. Required courses should be taken in one of these sequences.

A. For a student beginning in the fall of an odd year.

First Year

Fall

MATH1111 Calculus I

Spring

MATH1112 Calculus II

Second Year

Fall

MATH2103 Calculus III

Spring

MATH2107 Differential Equations

Third Year

Fall

MATH2109 Discrete Methods

Advanced Course

Spring

MATH2101 Linear Algebra

MATH3157 Seminar

Fourth Year

Fall

MATH3103 Probability

Spring

MATH3105 Math Statistics

B. For a student beginning in the fall of an even year.

First Year

Fall

MATH1111 Calculus I

Spring

MATH1112 Calculus II

Second Year

Fall

MATH2109 Discrete Methods

MATH2103 Calculus III

Spring

MATH2101 Linear Algebra

MATH2107 Differential Equations

Third Year

Fall

MATH3103 Probability

Spring

MATH3105 Math. Statistics

Fourth Year

Fall

Advanced Course

Spring

MATH3157 Seminar

Performance Arts

Louise Gadbois Cash, M.Mus., C.M.V.T, Chair

Program

The Performance Arts department offers students individualized attention and a strong faculty advisement program into the study of music, voice, acting, dance and speech communication. An individualized major in Performance Arts, and minors in Performance Arts and Music are offered. These programs prepare the student for a traditional career in the professional theater, teaching and presentation. This department views a Liberal Arts education as an integral part of a student's theater and music training. A well-educated performing artist develops a unique artistic voice through knowledge of social and natural sciences, language and literature. The Emmanuel performing artist benefits from small class size and is encouraged to perform in a variety of the productions offered including plays, musicals, classics, chorus, vocal recitals, and Colleges of the Fenway Orchestra.

Requirements for Departmental Minor in Performance Arts

SPCH1101	Dynamics of Speech Communication
SPCH2101	Theater Arts I: Process & Technique
or	
SPCH3105	Advanced Dynamics of Speech Communication and four other courses

Requirements for Departmental Minor in Music

MUSIC1101	Survey of Music History
MUSIC1111	Foundations of Music and four other courses

Teacher Certification

For teacher certification requirements, see the Education Departmental listing.

Philosophy

Mary E. Hines, Ph.D., Chair

Programs

The original Greek idea of philosophy centered on the notion "love of wisdom." Wisdom is knowledge that enables us to understand reality and live a good life. In this spirit, the department strives to help students explore the meaning of humanity, God, freedom, knowledge, society, history, good, and evil.

The person who has learned to philosophize avoids the tragedy of an unexamined life. Furthermore he or she is able to begin the elaboration of a worldview, to interpret his or her experience in life.

The study of philosophy is recommended for students planning careers in medicine, the law, and teaching, and in fields requiring highly developed conceptual, logical, and integrative skills.

Departmental Major is not offered.

Requirements for Departmental Minor

- PHIL1101 Problems of Philosophy
- four additional philosophy courses selected in consultation with departmental advisor

Political Science

Lenore G. Martin, Ph.D., Chair

Programs

The Political Science Department offers students the opportunity to integrate not only the theoretical basis of politics and government, but also the practical application and implications of these theories. The department offers a wide range of courses in the areas of American government and politics, comparative government and politics, international relations, law, and political theory. The senior seminar includes an internship through which students work with political and government decision-makers, interest groups, and legislators.

Requirements for Departmental Major

- POLSC1201, 1301, 1401, 1501 (to be taken prior to senior year)
- senior seminar, and five additional political science courses, exclusive of internships or directed studies

It is recommended that political science majors take the following courses outside the department:

- MATH1117
- ECON1101
- SPCH1101
- SOC2113

Other courses outside the department may be recommended following individual consultation with departmental advisors. They will be determined by the student's proposed course of study and interests.

Teacher Certification

For teacher certification requirements see the Education Department listing.

Psychology

Judith Dwyer, cand. Ph.D., Chair

Programs

Psychology is a rich and varied discipline. Dedicated to the scientific study of the complexity and diversity of the human mind and behavior, psychology covers a broad area of study, including cognition, memory, motivation, interpersonal relationships, personality, psychological disturbance, and psychotherapy.

Students who major in psychology receive a broad liberal arts education. They gain the background for a wide range of work opportunities, such as with children and the elderly, in a variety of institutional and mental health settings. Emmanuel graduates have gone on for graduate training in psychology and specialized areas such as social work and other health related fields. Some work in human resources and related careers. Graduates have also been involved in research, in college teaching, and in human service within a variety of institutions and agencies and within a broad range of clinical and field settings.

The Psychology Department offers a B.A. Degree in Psychology with three concentrations:

A. General/Experimental Psychology is a broad program containing theoretical and laboratory components based in the liberal arts context.

B. Developmental Psychology is a program which concentrates on developmental psychology through the human lifespan.

C. Counseling and Health Psychology concentrates on interviewing skills and modern research on coping and dealing with stress and other health-oriented issues.

The early core courses in psychology provide the scientific background for later courses that build upon students' knowledge base, capacity to analyze and critical thinking skills. Upper level courses allow students to explore more deeply specific areas in scientific psychology and further develop critical sophistication through directed research, exposure to psychological literature, and senior internships.

Core Requirements for Departmental Major

PSYCH1201	General Psychology I
PSYCH2201	General Psychology II
PSYCH2207	Quantitative Methods in Psychology
PSYCH2209	Physiological Bases of Behavior
PSYCH3205	Experimental Psychology
PSYCH3211	Theories of Personality

Additional Requirements for Departmental Concentrations

A. General/Experimental Psychology

PSYCH2403	Abnormal Psychology
PSYCH3215	History and Systems of Psychology
PSYCH4282	Senior Directed Research

at least two electives from the following:

PSYCH2203	Social Psychology
PSYCH2303	Human Development I
PSYCH2304	Human Development II
PSYCH3101	Psychology of Women
PSYCH3204	Psychological Assessment
PSYCH3209	Psychology of Learning
PSYCH3213	Psychology of Motivation

In addition to these requirements, a senior in this concentration has three options: a) to choose to take two additional courses from the group of theory

courses and a comprehensive examination; or b) to take PSYCH4282 and 4283 with permission of the department chairperson; or c) to take PSYCH4478 and a comprehensive examination.

B. Developmental Psychology

PSYCH2303	Human Developmental I
PSYCH2304	Human Developmental II
PSYCH3405	Interviewing and Counseling Skills
PSYCH4494-5	Internship in Psychology

at least one elective from the following:

PSYCH2203	Social Psychology
PSYCH2403	Abnormal Psychology
PSYCH2405	Health Psychology
PSYCH3209	Psychology of Learning
PSYCH3213	Psychology of Motivation
PSYCH3215	History and Systems of Psychology
PSYCH3401	Behavioral Techniques and Therapies

C. Counseling and Health Psychology

PSYCH2405	Health Psychology
PSYCH3401	Behavioral Techniques and Therapies
PSYCH3405	Interviewing and Counseling Skills
PSYCH4494-5	Internship in Psychology

at least one elective from the following:

PSYCH2203	Social Psychology
PSYCH2303	Human Development I
PSYCH2304	Human Development II
PSYCH2403	Abnormal Psychology
PSYCH3101	Psychology of Women
PSYCH3204	Psychological Assessment
PSYCH3209	Psychology of Learning
PSYCH3213	Psychology of Motivation
PSYCH3215	History and Systems of Psychology

Note: With departmental advising, students may substitute BIOL1110 and 1111 Principles of Human Anatomy and Physiology I and II for PSYCH2209 Physiological Bases of Behavior.

Distinction in the Field

College-wide criteria specify completion of a research project. Psychology majors in Health Psychology and Counseling or in Developmental Psychology may accomplish this by adding PSYCH4282 and 4283 or PSYCH4478 to their programs.

Requirements for Minor in Psychology

PSYCH1201	General Psychology I

and

PSYCH2201	General Psychology II
PSYCH2303	Human Development I

or

PSYCH2304	Human Development II
PSYCH2203	Social Psychology

or

PSYCH3215	History and Systems
PSYCH2403	Abnormal Psychology

or

PSYCH3405	Interviewing and Counseling

Once students declare their major and arrange for an advisor through the department chair, they should consult with their department advisor as soon as possible.

Religious Studies

Mary E. Hines, Ph.D., Chair

Program

Courses in the Religious Studies Department offer students the opportunity to explore diverse contemporary and historical religious understandings in both Christian and interfaith perspectives. Rooted in the Catholic heritage of Emmanuel College, and emphasizing the social justice teachings of church tradition, courses are designed to explore the historical and contemporary importance of religion as a dimension of the human quest for meaning. We pay particular attention to the role of women, global and national diversity of religious belief and practice, and the ways in which religious belief interfaces with other social institutions.

The 1000-level course provides students with a basic introduction to the methods and content of the academic study of religion. 2000-level courses are more focused on content and require a greater depth of student research and written and/or oral presentation. 3000-level courses are discussion-oriented seminars where content is partially determined according to student interests. These courses usually provide the opportunity for oral as well as written presentation of independent research projects. Juniors and seniors taking their first course in religious studies are encouraged to begin at the 2000 level.

Religious Studies may be selected as a concentration in an individually designed interdisciplinary major. Students interested in pursuing this option should meet with the department chair as early as possible in their academic programs to discuss their particular interests.

Requirements for Departmental Minor in Religious Studies

Five courses, at least one of which must be at the 3000 level.

- RELIG1101 Religion: A Search for Meaning
- one of the following: 2105, 2107, 2135, 2141, or 3135
- three electives, one of which may be PHIL1103 or SOC2121

Sociology

Britta Fischer, Ph.D., Chair

Programs

The major in sociology prepares students to understand, research, and critically assess the wide range of issues confronting the various societies of the modern world. Sociologists study such topics as the causes of wealth and poverty; the changing roles of men, women, and families; the migration of the world's population; racial, ethnic, and religious relations in developed and less developed societies; crime, deviance, and punishment; the role of religious and cultural values; and how societies reform and change over time.

Graduates of the Sociology Department have distinguished themselves as social workers, college professors, lawyers, teachers, personnel directors, probation officers, missionaries, journalists, pastoral counselors, corporate managers, market researchers, and social researchers. They also have made a very important contribution to the work of creating more just social structures through their involvement in movements for social justice, peace, civil rights, women's rights, democracy, and human rights throughout the world.

Requirements for Departmental Major

- SOC1101; 2113; 3101
- one course from SOC3103, 3160, 4178, 4182, 4194
- six additional sociology courses

It is recommended that a student planning for graduate school also take ITECH2101 or MATH1117.

Requirements for Departmental Minor

- SOC1101; 2113 or 3101; and four additional courses

Teacher Certification

For teacher certification requirements in sociology and social studies, see the Education Department listing.

Recommended Four-Year Program in Sociology

First Year

SOC1101 and electives

Second Year

SOC2113 and electives

Third Year

SOC3101 and electives

Fourth Year

SOC3103, or 3160, 4178, or 4182, or 4192 and electives

Women's Studies Minor

Ann K. Wetherilt, Ph.D., Program Coordinator

Courses in Women's Studies provide a focused opportunity to explore, in historical and contemporary perspective, the ways in which gender affects human identities and relationships. Women's Studies is a dynamic, multi-disciplinary approach to the study and analysis of women's experiences, contributions, voices, and lives. Over 30 years of scholarship have produced a wide range of theories and research that challenge and invigorate every area of academic investigation.

Requirements for a Minor in Women's Studies

- IDS2113 Basic Issues in Women's Studies
- Four additional courses from the following list, or from approved offerings at other Colleges of the Fenway, selected in consultation with faculty advisor.

BIOL1102+	Biology of Women
ENGL1305+	Women in American Literature
ENGL2423	Women and Modern Literature
HIST3105	Women in American History
HIST 3117	Minorities and Marginality
IDS2101+	Women in a Technological World
IDS2107+	Construction of Lives: Values and Decisions
LANG3427+	Contemporary Spanish-American Women Novelists
POLSC2601	Women, Politics, and the Law
PSYCH3101	Psychology of Women
RELIG3129	Powerful and Powerless: Women in Church and Society
SOC2115	Family and Gender Roles
Internship	
Independent Study	

Students may also elect to design an Interdisciplinary Major in Women's Studies, under the Individualized Major program and utilizing the resources of the Colleges of the Fenway, as well as relevant courses in various departments at Emmanuel. Possible concentration include:

- Cultural Images of Women, Past and Present
- Women, Politics, and Social Change
- Women's Studies and Feminist Theory
- Women, Work, and the Family

For more information and a brochure, contact the Program Coordinator.

Course Descriptions

Art History

ART1201 + Survey of Western Art I
This course is a chronological survey of major artistic styles from prehistoric times to the Renaissance. Works of architecture, painting, and sculpture are studied within the context of the particular historical environments in which they were produced. Students analyze and interpret their technical, formal, and expressive characteristics and assess their value as evidence of cultural attitudes.
Spring semester. 4 credits

ART1202 + Survey of Western Art II
This course is a chronological survey of the major periods of Western art from the Renaissance to the present. Works of architecture, painting, and sculpture are studied within the context of the particular historical environments in which they were produced. Students analyze and interpret their technical, formal, and expressive characteristics and assess their values as evidence of cultural attitudes.
Spring semester. 4 credits

ART2201 + Ancient Art
Students examine the origin and development of the visual arts in the West. Mesopotamian, Egyptian, Greek, Etruscan, and Roman art are studied. Emphasis is placed on Greek architecture, sculpture, and painting.
Fall semester, alternate years, expected fall 2002. 4 credits

ART2205 + Italian Renaissance
The development of Italian architecture, painting, and sculpture in the Early and High Renaissance is studied. With emphasis on the major early masters—Giotto, Masaccio, Donatello, Brunelleschi, Piero, Alberti, and Botticelli—the course traces the rise and evolution of new artistic forms and ideas to their culmination in the works of Leonardo, Michelangelo, and Raphael in central Italy, and Giorgione, Titian, and Tintoretto in Venice.
Fall semester, alternate years, expected fall 2002. 4 credits

ART3201 + Studies in Northern Art
This course examines the development of Flemish and Dutch painting from the brothers Van Eyck and Rogier Van der Weyden to Bosch and Breughel, from the late 14th Century to the mid-16th Century. The course also will include a study of German painters of the same period: Durer, Grunewald, and Holbein.
Spring semester, alternate years, expected spring 2003. 4 credits

ART3203 + Baroque Art and Architecture
This course is an analysis of 17th Century Baroque architecture, painting, and sculpture, and the emergence of the Rococo style in the 18th Century. The course emphasizes the major masters of the period: Bernini, Caravaggio, Poussin, Rembrandt, Rubens, Velasquez, Vermeer, etc.
Spring semester, alternate years, expected spring 2003. 4 credits

ART3205 + American Art to 1913
The development of the American visual arts in the context of European influence and national expansion is studied. Emphasis is placed on colonial painting and architecture, 19th Century landscape painting and revival architecture, and early 20th Century responses to impressionism, post-impressionism, and technological advances.
Spring semester, alternate years, expected spring 2003. 4 credits

ART3207 + Modern Art
This course deals with the major movements in painting, sculpture, and architecture, and the major European and American artists since the 1860s. The course also interweaves the central historical and cultural events and themes of the modern world.
Fall semester. 4 credits

ART3260 Art Criticism and Seminar
This course seeks to provide students with an understanding of the historical development of the principal methods of art criticism. Students develop projects that involve the analysis of the literature and criticism about an important artist and present a seminar on an important theme.
Fall semester, alternate years, expected fall 2002.
4 credits

Studio Art

ART1401 Basic Drawing I
This course is designed to develop facility and discrimination in seeing and knowing through a study of form, structure, and movement in life and nature.
Fall and spring semester. 4 credits
$55 studio fee

ART1402 Basic Drawing II
This course is designed to study and develop the concepts and processes of visual perception in drawing and to explore personal expression.
Spring semester. 4 credits
Prerequisite: ART1401.
$55 studio fee

ART2401 Painting I
This course is an introduction to painting in oil and related media and offers an elementary understanding of physical properties of the medium. Spatial relationships of color, form, and light are explored through the process.
Spring semester. 4 credits
Prerequisites: ART1401, 2403.
$60 studio fee

ART2403 Design and Composition I
This is an experimental study of the function of line, area, space, motion, and color in abstract design. Problems involving three-dimensional and two-dimensional solutions are examined.
Fall semester. 4 credits
Prerequisite: ART1401 (may be taken at the same time).
$60 studio fee

ART2404 Design and Composition II
Students work on projects in composition involving development of awareness of sources of design in nature and environment, and sensitivity in interpreting and transforming these sources through a variety of media and techniques. Emphasis is placed on color study.
Spring semester. 4 credits
Prerequisite: ART2403.
$60 studio fee

ART2407 Sculpture
This course studies the essentials of expression and design specific to three-dimensional form. Additive, subtractive, and constructive methods are employed using traditional and non-traditional materials. The course includes discussion on internal and external space as these affect the perception of sculpture.
Spring semester. 4 credits
Prerequisite: ART1401 or permission of instructor.
$60 studio fee

ART2411 Printmaking I
This course is an introduction to the printmaking processes of intaglio and relief.
Fall semester. 4 credits
$60 studio fee

ART2412 Printmaking II
This course covers both color and experimental intaglio methods of printmaking. Lithography is introduced.
Spring semester. 4 credits
Prerequisite: ART2411.
$60 studio fee

ART2415 Life Drawing
Using a variety of media, this course studies the human form. Compositional problems as related to the figure(s) in space are explored.
Fall semester. 4 credits
Prerequisites: ART1401, 1402.
$60 studio fee

ART2417 Digital Design/Pagemaker
Use the computer program, Pagemaker, as a design tool to understand and implement layout design. The relationship of word and image will be explored. Problems in page layout and effective visual communication will be developed.
Fall semester. 2 credits
$30 studio fee

ART2419 Digital Design/Quark
Use the computer program, Quark, as a design tool to understand and implement layout design. The relationship of word and image will be explored. Problems in page layout and effective visual communication will be developed.
Fall semester. 2 credits
$30 studio fee

ART2421 Web Design
Special design issues and problems relating to the creation of visual information on the web site will be explored.
Spring semester. 2 credits
$30 studio fee

ART2423 Type and Design
Use the computer software program, Illustrator, as a tool to teach typography and type as a design. The visual impact of language alone or with other components will be explored.
Spring semester. 2 credits
$30 studio fee

ART3403 Painting II
Students further examine the formal issues of painting. Exploration of content and a critical approach to painting are emphasized. Visits to local exhibitions supplement the course.
Spring semester. 4 credits
Prerequisites: ART1401, 1402, 2401, 2403, 2404.
$60 studio fee

ART3407 Pottery
This course introduces the student to both hand-built and wheel-thrown forms. Clay materials and glazes are explored as means to develop a sense of three-dimensional form.
Fall semester. 4 credits
$55 studio fee

ART3411 Photography I
This course introduces students to the basic tools and techniques of black and white photography. Students learn the function of a camera and lens, proper exposure and development of the negative and print, methods of presentation, and preservation techniques. Digital photography will be introduced. This course stresses the photographic process as a means of expanding visual expression and communication. Students are introduced to the history of photography as an art form.
Fall semester. 4 credits
$60 studio fee

ART3412 Photography II and Video
This course concerns itself with two major areas: photography and video. For the photography section, advanced camera and darkroom techniques and the application of these techniques in communicating a personal message are the focus. The students also are introduced to the basics of video. Students produce individual projects that are critiqued in class. The class also includes discussion of the work of influential photographers and video artists.
Spring semester. 4 credits
Prerequisite: ART2403, 3411, or permission of instructor.
$60 studio fee

ART3417-3418 Design Strategies
This course examines advanced problems in two-dimensional and three-dimensional design with an emphasis on the process of problem-solving and the strategies used.
Full year course. 4 credits total
Prerequisites: ART2403, 2404, instructor signature required.
$40 studio fee

ART3419 Digital Imaging
Use the computer software program, Photoshop, to explore the aspects of imagemaking and the creative aspects of images in contemporary graphic design.
Fall semester. 2 credits
$30 studio fee

ART3421 Advanced Problems of Graphic Design
Advanced problems leading to the development of a professional portfolio for presentation. Visiting graphic design professionals will present their work and critique student portfolios.
Prerequisites: ART2417, 2419, 3419, 2421,2423, instructor signature required.
Spring semester. 4 credits
$35 studio fee

ART3423 Digital Video
Use the computer software program, Adobe Premiere, to explore the integration of image, sound and time in video. Editing will be done on the computer.
Spring semester, 2001. 2 credits
$30 studio fee

ART4178-4179 Directed Study I - II
This course is open only to juniors and seniors who have had experience in a specific area. Approvals of the chairperson and instructor are necessary.
Fall and spring semester. 4 credits

ART4194-4195 Internship I - II
This course involves a formal, supervised experience in galleries, museums, corporate collections, art centers, graphic design firms, broadcasting and publishing, or state arts funding organizations. Students must apply one semester in advance to the chair of the department.
Fall and spring semester. 4 credits
Prerequisite: Permission of instructor.

Art Therapy

ART3301 Principles of Art Therapy
This course introduces the field of art therapy, its history, theoretical perspectives, and applications for various populations in mental health, special education, and rehabilitation. Through readings, training exercises, and case presentations, students develop an understanding of the foundation of art therapy and the adaptability of methods and materials in clinical and educational practice.
Fall semester. 4 credits
Prerequisite: Permission of instructor.

ART4366 Art Therapy Practicum
This weekly seminar provides students with a forum for sharing their required training experiences at off-campus clinical sites under the supervision of professional art therapists. It also serves as a focus for integration of practice with research and writing, culminating in an art therapy thesis. Students are prepared for professional development in the field of art therapy and are introduced to ongoing professional activity available through workshops and organizations, as well as graduate training programs.
Spring semester. 4 credits
Prerequisite: ART3301 and permission of instructor.
+ Course satisfies general requirement of the College.

Biology

BIOL1101 + Life on Earth
This introductory biology course is designed primarily for non-science majors seeking an understanding of life processes. Topics may include cellular structure, metabolism, genetics, genetic engineering, evolution and ecology. Laboratories include experiments, demonstrations, and films to illustrate these phenomena. Three hours lecture, two hours laboratory.
Fall semester. 4 credits

BIOL1102 + Biology of Women*
This course deals with the biology of the human, with specific emphasis on women. Biological similarities and differences between females and males at all stages of life are considered. Topics discussed include basic anatomy and physiology, genetics, sexuality, reproduction, endocrinology, special nutritional considerations, and medical problems of women. Laboratory exercises using models, slides, and experiments supplement the lecture topics. Three hours lecture, two hours laboratory.
Spring semester. 4 credits

BIOL1105 + Introduction to Cellular and Molecular Biology
This is the first of a two-semester introductory biology course intended for, but not limited to, students considering a biology major. Topics covered during the first semester include cellular structure and function, molecular biology, inheritance, and growth. The laboratory stresses new techniques, instrumentation, and problem-solving, as well as molecular modeling. Occasional seminars on topics of current interest are offered. Three hours lecture, three hours laboratory.
Fall semester. 4 credits
Required of all biology majors, unless exempted by departmental permission.

BIOL1106 + Introduction to Organismic and Evolutionary Biology
Although this course is the logical successor to BIOL1105, there is no requirement that BIOL1105 precede it. This course surveys the kinds of living organisms found on the planet and investigates the evolutionary relationship between them. Emphasis is placed on structure, function, and experimentation at the organismal level. Three hours lecture, three hours laboratory.
Spring semester. 4 credits
Required of all biology majors, unless exempted by departmental permission.

BIOL1110 + Human Anatomy and Physiology I
This combined course in anatomy and physiology covers the basic structure and function of the human body. The topics covered include cellular anatomy and physiology, the integumentary system, skeletal system, muscular system, nervous system, and the special senses. Laboratory exercises include dissection and experiments in human physiology. Three hours lecture, three hours laboratory.
Fall semester. 4 credits

BIOL1111 + Human Anatomy and Physiology II
This is a continuation of the first semester course BIOL1110. The topics covered include the circulatory system, respiratory system, digestive system, urinary system, endocrine system, and reproductive system. Laboratory exercises include dissection and experiments in human physiology. Three hours lecture, three hours laboratory.
Spring semester. 4 credits
Prerequisite: BIOL1110 or permission of instructor.

BIOL2105 Plant Biology
This course studies the physiology, growth, development, and reproduction of higher plants. The anatomy and morphology of these and representative lower plant forms are also covered. Laboratory exercises illustrate material covered in the lecture and include practical greenhouse experience. Three hours lecture, three hours laboratory.
Fall semester, alternate years, expected fall 2002. 4 credits
Prerequisites: BIOL1105 and 1106 or permission of instructor.

BIOL2107 Ecology
Ecology is the study of living organisms, their relationships to one another, and their interaction with the environment. Students analyze individual species, populations, communities, and the entire ecosystem. The course is taught through a combination of lectures, laboratories, field trips, computer simulations, and writing projects. Three hours lecture, three hours laboratory.
Spring semester, alternate years, expected spring 2002. 4 credits
Prerequisites: BIOL1105 and 1106 or permission of instructor.

BIOL2113 Human Nutrition
This course provides an understanding of nutritional requirements and the roles of nutrients in body functioning. Topics include nutrition throughout various stages of life, evaluation of food intakes and habits, world food problems and malnutrition, nutrition and health, and food processing and consumerism.
Spring semester, alternate years, expected spring 2002. 4 credits
Prerequisite: One semester of biology or permission of instructor.

BIOL2115 Determinants of Health and Disease
Insight into important human diseases is the objective of this course. Content will vary and will reflect student input. Students will give oral presentations on topics such as cancer (oncogenes, tumor suppressors), infectious diseases (tuberculosis, Salmonella, hepatitis), genetic disorders (obesity, cystic fibrosis, pituitary dwarfism, hemophilia, muscular dystrophy), immune diseases (rheumatoid arthritis, asthma, AIDS, diabetes), diseases of the nervous system (e.g., Parkinson's, Alzheimer's, depression), respiratory diseases (emphysema), and others. Biology majors and non-majors are welcome.
Spring semester, alternate years, expected spring 2003. 4 credits

BIOL2117 Histology
Vertebrate tissues are studied at histological and ultrastructural levels with an emphasis on functional significance. Laboratory experience includes extensive microscope use. Three hours lecture, three hours laboratory.
Spring semester, alternate years, expected spring 2003. 4 credits
Prerequisite: BIOL2129.

BIOL2119 Current Topics in Biological Research
This is an introductory level course that describes and analyzes the newly emerging fields of biotechnology, genetic engineering, and molecular biology. The course focuses on recent developments that will have a revolutionary impact on our lives. Topics may include transplantation, artificial organs, rational drug design, combinatorial libraries, drug delivery systems, exotic epidemics, transgenic animals, knockout mice, gene therapy, antisense and others. Readings from a wide spectrum of books and periodicals are assigned as a basis for class discussion and short papers. Students are encouraged to view the challenges of modern biology from scientific, social, and ethical viewpoint.
Spring semester, alternate years, expected spring 2004. 4 credits
Prerequisite: One semester of biology or permission of the instructor. Non-science majors are welcome.

BIOL2123 Genetics
This course is a survey of genetic concepts, presented for the most part in historical sequence. Classical genetic concepts, bacterial and phage genetics, and molecular genetics are emphasized. Laboratories follow the lecture closely, including experiments in Drosophila, plant, human, bacterial and fungal genetics. Three hours lecture, three hours laboratory.
Fall semester, alternate years, expected fall 2002. 4 credits
Prerequisites: BIOL1105 and 1106, CHEM1101 and 1102.

BIOL2129 Animal Structure and Function
This course examines in depth the anatomy and physiology of vertebrates. Mammals are emphasized, with particular attention given to humans. Unifying themes include mechanisms of homeostasis, structure-function relationships and the complex interactions among organ systems. The laboratory includes the study of anatomy using dissection and examination of slides and models, and physiology experimentation utilizing small vertebrates, human subjects and computer simulations. Three hours lecture, four hours laboratory.
Fall semester. 4 credits
Prerequisites: BIOL1105 and 1106 or permission of the instructor.
Required of all biology majors.

BIOL2131 Biochemistry I
Biochemistry lays the foundation for a full understanding of the biological chemistry of the living cell. Students will study the structure of the biological molecules that make up living things and the physical and chemical properties that make them suited to their particular functions. Particular emphasis will be placed on the relationship between the structure of a molecule and the role it plays in the overall economy of the cell. The laboratory component for this course is roughly divided into two halves, the first aimed at imparting laboratory skills, the second permitting collaborative student-designed investigations. Three hours lecture, three hours laboratory.
Fall semester. 4 credits
Prerequisites: BIOL1105 and 1106 or their equivalent, CHEM2102, or permission of the instructor. Required of all biology majors.

BIOL3101 Analysis of Development
The processes of development: gametogenesis, fertilization, morphogenesis, differentiation, metamorphosis, and regeneration are examined. Emphasis is on vertebrate development, with consideration of invertebrates and plants when appropriate. Laboratory includes observation of developmental events coupled with experimental analysis of underlying mechanisms. Three hours lecture, three hours laboratory.
Fall semester, alternate years, expected fall 2001. 4 credits
Prerequisite: BIOL2129 or permission of the instructor.

BIOL3103 Cell Biology
This course examines in detail the structure and function of living systems at the cellular level, particularly the relationship between the fine structure of the cell and cellular processes such as transport, movement, secretion, and reproduction. The structure and function of selected cell types such as neurons and muscle cells will be examined. The laboratory is designed to provide exposure to techniques, and reinforce concepts in cell biology. Occasionally, recent research articles will be discussed in laboratory. Three hours lecture, three hours laboratory.
Spring semester, alternate years, expected spring 2002. 4 credits
Prerequisite: BIOL2131 or its equivalent.

BIOL3105 Endocrinology
The structure and function of the endocrine glands are examined, with special emphasis on endocrine physiology, hormone action, and interaction. Developmental, comparative, behavioral, and clinical aspects of endocrinology are considered. Laboratory includes surgical techniques, and biochemical and histochemical procedures. Three hours lecture, three hours laboratory.
Fall semester, alternate years, expected fall 2001. 4 credits
Prerequisite: BIOL2131 or permission of the instructor.

BIOL3119 Immunology
The course covers the current advances and classical foundations of immunology. It includes: immunity; the anatomic, cellular, and molecular basis of the immune response; the concepts and experimental basis of the clonal selection theory; cell-cell interaction in immune response; immunoglobulin structure and specificity, and production of monoclonal antibodies; antibody-antigen interactions; antigen processing and presentation; immunogenetics and presentation; autoimmune and immune deficiency diseases.
Spring semester, alternate years, expected spring 2004. 4 credits
Prerequisite: BIOL2131 or its equivalent.

BIOL3125 Molecular Biology
Molecular biology is a discipline at the epi-center of current advances in medicine, genetics, immunology, development and agriculture. The course begins with an examination of DNA replication, RNA transcription and protein synthesis, followed by analysis of gene regulation, mutation, plasmids, transposons and the field of genetic engineering. Laboratories illustrate important concepts of molecular biology and provide hands-on training in recently developed techniques. Three hours lecture, three hours laboratory.
Spring semester, alternate years, expected spring 2003. 4 credits
Prerequisite: One semester of biochemistry or permission of the instructor.

BIOL3127 Microbiology
Focusing primarily on bacteria and viruses, the course covers fundamental structure, physiology, and metabolism of microorganisms, as well as recent concepts in bacterial and viral genetics. Microbial disease and immune defenses are also addressed. Laboratories follow lecture material closely. Three hours lecture, three hours laboratory.
Spring semester, alternate years. Expected spring 2003. 4 credits
Prerequisites: BIOL1105 and 1106 or their equivalent, CHEM2101, BIOL2131 or permission of instructor.

BIOL3132 Advanced Topics in Biochemistry
This is a laboratory-based course in which the student will learn modern biochemical techniques such as protein expression, protein purification, and enzyme assay. Emphasis will be on developing independent laboratory skills. Six hours laboratory.
Spring semester. 4 credits
Prerequisites: BIOL2131.

BIOL3160 Seminar
Topics of current research interest are presented and discussed in depth. Topics may include: endocrinology, biochemistry of development, neurobiology, molecular biology, genetic engineering, human genetic disorders, advanced physiology or cell division.
Spring semester. 4 credits
Prerequisites: BIOL2129 and BIOL2131 or permission of the instructor.
Required of all senior biology majors.

BIOL4194-4195 Research Internships in the Life Sciences I - II
Selected qualified students interested in careers in research or the health professions may be nominated to undertake senior year research projects at institutions such as Brigham & Women's Hospital, Children's Hospital, Beth Israel Hospital, Dana Farber Cancer Institute, and the Hebrew Rehabilitation Center for the Aged. Under supervision, students plan and carry out projects that reflect their interests and goals.
Fall and spring semester. 4 credits each.
Prerequisite: Permission of the department.
+Course satisfies general requirement of the College.
**Accepted toward Women's Studies minor.*

Chemistry

CHEM1101 + Principles of Chemistry I
This course considers basic measurement in chemistry, description of matter, the mole, stoichiometry, quantitative information from balanced chemical equations, solution chemistry, atomic structure, bonding, and molecular shape. The laboratory sessions focus on development of laboratory technique. The calculations and problems associated with these topics require a basic mathematical background. Three hours lecture, three hours laboratory.
Fall semester. 4 credits.
Prerequisite: MATH 1101.

CHEM1102 + Principles of Chemistry II
This course is a continuation of CHEM1101 and considers the states of matter, colligative properties, fundamental aspects of acid-base chemistry, basic principles of equilibrium, kinetics, and selected aspects of thermodynamics. The laboratory sessions focus on quantitative behavior related to acids/bases, exploring equilibrium, heat content, and properties of solutions. Three hours lecture, three hours laboratory.
Spring semester. 4 credits.
Prerequisite: CHEM1101.

CHEM1103 + Chemical Perspectives
This one semester advanced course is designed to further develop the fundamental topics in Chemistry: mole concept, stoichiometry, atomic and molecular structure and theory, equilibrium, electrochemistry and kinetics. Three hours lecture, three hours laboratory.
Fall semester. 4 credits
Prerequisite: Departmental examination.

CHEM1104 + Chemistry of Everyday Life
This survey course is designed primarily for nonmajors who are interested in the chemistry involved in everyday life. This course takes a tour of the home, covering a wide range of topics, including the chemistry of cooking, cosmetics, cleaners, the chemical basis of photography, and radon in the basement. The amount of time spent in any one room in the home is based on class interest. Laboratories include experiments and demonstrations to elucidate topics discussed in lecture. Three hours lecture, two hours laboratory.
Spring semester. 4 credits.

CHEM1105 + Prescription and Non-prescription Drugs
This course offers the student a basic understanding of common prescription and over-the-counter drugs, their uses, misuses, interaction, side effects, and counterindications. The course presents the student with methods to evaluate current drugs as well as new products as they come on the market. Laboratory experiments stress identification and analysis of medicinal components. Three hours lecture, two hours laboratory.
Fall semester. 4 credits

CHEM1109 Introduction to Chemistry
This is an introductory review of the fundamental concepts of general chemistry. Topics covered include: atomic structure and chemical bonding, solution chemistry and chemical reactions, kinetics and chemical equilibrium. The calculations and problems associated with these topics require a basic mathematical background.
Fall semester. 4 credits
(non-lab course)

CHEM2101 Organic Chemistry I
This course considers the structure, bonding and reactivity of the following classes of carbon compounds: alkanes, alkyl halides, alkenes, and alkynes. Particular attention will be paid to stereochemistry, isomerism, and the mechanisms of organic reactions. The laboratory sessions focus on common organic techniques used to analyze reaction progress and for purification of compounds. Three hours lecture, three hours laboratory.
Fall semester, 4 credits.
Prerequisites: CHEM1101, CHEM1102.

CHEM2102 Organic Chemistry II
This course is a continuation of CHEM2101 and considers the structure, bonding and reactivity of the following classes of carbon compounds: alcohols, ethers, aldehydes, ketones, carboxylic acids, carboxylic acid derivatives, and aromatic compounds. Particular attention will be paid to multi-step synthesis of target molecules from readily available starting materials. The laboratory sessions focus on the synthesis, purification (utilizing techniques learned in the first semester), and identification of organic compounds using spectrometric techniques. Three hours lecture, three hours laboratory.
Spring semester, 4 credits.
Prerequisites: CHEM1101, CHEM1102, CHEM2101.

CHEM2104 Fundamentals of Chemical Analysis
In this course the principles and techniques of various chemical and instrumental methods of qualitative and quantitative analysis are discussed and applied. Topics include gravimetric, titrimetric, electrochemical, and spectrochemical analysis, as well as basic analytical methodology. Laboratories include the application of these methods and the analysis of environmental, biological, pharmaceutical, and food samples.
Class meets twice a week for four hours (one hour lecture followed by three hours laboratory).
Fall semester, alternate years, expected fall 2002, 4 credits.
Prerequisites: CHEM1101, CHEM1102.

CHEM2105 Physical Chemistry I
This course is the first of the two-semester physical chemistry sequence. It covers the laws of thermodynamics and their application to chemical and selected biological systems. Topics considered include the kinetic-molecular theory of ideal and real gases, thermochemistry, physical transformations of pure substances and simple mixtures, phase stability and transitions, chemical equilibrium, acid-base equilibria in water, solutions of electrolytes, and electrochemical cells. The laboratory involves practical experiments based on selected lecture topics as well as computer modeling projects.
Fall semester, alternate years, expected fall 2001, 4 credits.
Prerequisites: CHEM1101, CHEM1102, PHYS1109, PHYS1113, MATH 1111, MATH1112.

CHEM2106 Physical Chemistry II
This course is the second of the two-semester physical chemistry sequence. It introduces students to the principles of quantum mechanics. The Schrödinger equation is used to solve a series of important chemical problems including the harmonic oscillator, the rigid rotor, and the hydrogen atom. Advanced spectroscopy, including transition probabilities, normal vibrational modes, and photoelectron spectroscopies are presented and then used to deduce molecular structure. The valence-bond and molecular orbital theories of chemical bonding are discussed, and methods for performing quantum chemical calculations, including variational and perturbation methods, are introduced. The quantum mechanics of spin and angular momentum are discussed and used to interpret magnetic resonance spectra. The laboratory involves practical experiments based on selected lecture topics as well as computer modeling projects.
Spring semester, alternate years, expected spring 2002, 4 credits.
Prerequisites: CHEM1101, CHEM1102, PHYS1109, PHYS1113, MATH1111, MATH1112 or CHEM2105.

CHEM2111 Biochemistry I
Biochemistry lays the foundation for a full understanding of the biological chemistry of the living cell. Students will study the structure of the biological molecules that make up living things and the physical and chemical properties that make them suited to their particular functions. Particular emphasis will be placed on the relationship between the structure of a molecule and the role it plays in the overall economy of the cell. The laboratory component for this course is roughly divided into two halves, the first aimed at imparting laboratory skills, the second permitting collaborative student-designed investigations. Three hours lecture, three hours laboratory.
Fall semester. 4 credits
Prerequisites: BIOL1105 and 1106 or their equivalent, CHEM2102, or permission of the instructor.

CHEM3101 Advanced Inorganic Chemistry
This course covers basic concepts of atomic structure, stereochemical principles and bonding models applied to main group and transition metal compounds and to the structure of solids. It considers elementary molecular orbital and ligand field theory and reaction mechanisms of d-block complexes as well as the descriptions of metal-metal bonded and organometallic systems. The associated laboratory illustrates basic principles of inorganic synthesis and reaction.
Spring semester, offered as needed, 4 credits.
Prerequisites: CHEM1101, CHEM1102, CHEM2105 or CHEM2104.

CHEM3132 Advanced Topics in Biochemistry
This is a laboratory based course in which the student will learn modern biochemical techniques such as protein expression, protein purification, and enzyme assay. Emphasis will be on developing independent laboratory skills. Three hours lecture, four hours laboratory.
Spring semester, offered as needed. 4 credits
Prerequisites: CHEM2111 and BIOL2131.

CHEM3160 Seminar in Chemistry
This seminar provides senior chemistry majors with the opportunity for in-depth study of a chemical topic of interest to them. Since extensive library research is required, the course will begin with a consideration of library resources and the use of search engines. Each student will write a scientific review article on their topic and present their work at a seminar open to the Emmanuel community.
Fall semester, 4 credits
Prerequisite: senior standing

CHEM4178 Directed Study
Students investigate topics in chemistry not covered in existing courses.
Fall and spring semester. 4 credits
Prerequisite: Open to qualified students with department approval.

CHEM4194 Internship
Students participate in off-campus programs that involve work, observation, and research in clinical, industrial, or environmental chemistry. A weekly meeting with the faculty sponsor, and the presentation of a detailed report at a joint faculty-student seminar are essential parts of the program.
Fall and spring semester as needed. 4 credits
Prerequisite: Permission of department.

Economics

ECON1101 + Principles of Microeconomics
This course will analyze the workings of a competitive market economy. We will focus on how privately-owned businesses produce goods, set wages and earn profits and will contrast market and non-market economic systems. Topics covered include: consumer behavior, privatization and government spending, labor law, income distribution and poverty.
Fall semester. 4 credits

ECON1103 + Principles of Macroeconomics
This course will address two major questions: (1) what are the causes of recessions, unemployment, and inflation and; (2) what should governments do to combat business cycles and reduce unemployment? Topics covered include

government debt and tax policies, the financial markets and the Federal Reserve System. We will also look at the economic impact of international trade and compare U.S. economic policy with the policies of other countries.
Spring semester. 4 credits
Note: This course may be taken before, after or concurrently with ECON1101.

ECON2101 + History of Economic Thought
This course examines the evolution of economic thinking in Europe and the U.S. in response to the dramatic economic transformations in the 1800s and 1900s. We investigate the writings of the major commentators on capitalist development and industrialization in Britain, analyzing 19th Century debates on economic growth and income distribution in a capitalist economy. We then consider the rise of neo-classical economics, the debates over socialism, and the Keynesian revolution that emerged in the midst of world depression. We will then examine contemporary debates in economic policy, drawing parallels between current and historical issues.
Spring semester. 4 credits
Prerequisites: ECON1101 and 1103, or permission of instructor.

ECON3103 The International Economy
This course will analyze the workings of the international economy and the economic interdependencies between nations. We will cover four major topics: the nature of international trade agreements, such as the WTO; the workings of the international financial system and the financial crises of Asia and South America; the roles and strategies of multinational corporations and their impact on political relations; the relationship between rich and poor countries and the prospects for economic development.
Fall semester, alternate years. Expected fall 2002. 4 credits
Prerequisite: ECON1101, 1103 or permission of instructor.

ECON3105 Money and Financial Markets
What is money? How does the stock market work? How do financial markets impact the economy? This course will analyze the role of financial markets and institutions in the world economy, with special emphasis on the U.S. economy. We'll take an in-depth look at the banking industry, the bond market, markets in stocks, foreign currencies, financial futures and derivatives. We will explore the impacts of financial activity on real economic activity and consider the effects of government policies and regulations on financial markets.
Spring semester, alternate years, expected spring 2003. 4 credits
Prerequisite: ECON1103 or permission of instructor.

ECON3107 Comparative Economic Systems
We will look at the variety of 20th century economic experiences outside of the United States. Regions covered include the former Soviet Union, China, and selected countries in Asia, Africa, South America and Europe. Issues include the theory of economic planning, non-market vs. market economic systems, and strategies for economic growth.
Spring semester, alternate years, expected spring 2002. 4 credits
Prerequisites: ECON1101, 1103, or permission of instructor.

ECON3113 Economics of Health Care
This course uses economic analysis to examine selected issues in health care. The course includes an examination of current and proposed private and government health insurance programs in terms of access equity and efficiency, and their potential impact on the structure of health care delivery in the United States. In addition, the federal health budget, cost-benefit analysis, and an overview of management techniques for health institution administration are discussed.
Offered as needed. 4 credits
Prerequisite: ECON1101 or permission of instructor.

ECON3115 Economics and the Environment
This course is intended to foster a deeper understanding of the environmental impacts of economic activity and the economic controversies around environmental protection laws. We will look at a wide variety of environmental issues such as waste disposal, species extinction, air pollution, and global warming. Students will learn the fundamental issues involved in environmental policy analysis and evaluate the prospects for sustainable development and clean technologies
Spring semester, alternate years. 4 credits
Prerequisite: ECON1101 or permission of instructor.

ECON4178-4179 Directed Study
This course is limited to seniors with a concentration in economics.
Fall and spring semester. 4 credits
Prerequisite: Permission of instructor.

ECON4194-4195 Economics Internship I - II
This directed work experience in applied economics is in a governmental or private agency. Students are required to have periodic discussions about their program with members of the department and to complete a research paper.
Offered as needed. 4 credits
Prerequisite: Limited to senior economics majors, permission of instructor.

Education

EDUC1401 Educational Psychology
This course studies child growth and adolescent development, learning theory, and its application to classroom management, measurement theory and techniques. Papers emphasize integration of theory and practice.
Spring semester, 4 credits

EDUC1501 + Foundations in Multicultural Education
This course is designed to provide a basic introduction to the historical, sociological, philosophical foundations in multicultural education. The primary focus is on the multicultural aspects of students as multicultural persons. As an initial step, participants acquire a sound theoretical and philosophical foundation in multicultural awareness in order to understand concepts and translate theory into practice.
Fall semester, 4 credits

EDUC2101 The Exceptional Child
This course examines the assessment and teaching strategies for children with special needs. The impact of these practices and mainstreaming on the traditional classroom teacher are considered. Course content also focuses on the incidence, causes, and prevalence of various categories of exceptionality. Also considered are present and future trends, and their impact on professionals, students parents, and education.
Fall semester, 4 credits
Pre practicum field-based experience

EDUC2205 Reading and Language Arts Teaching Methods
After examining the main theories and models of teaching reading at the elementary level, EDUC2205 focuses on the traditional and current methods and materials of teaching reading. The course explores the organization of classrooms and curriculum, as well as the assessment of beginning and developmental reading. Special emphasis is placed on multicultural instruction and on meeting the needs of exceptional children. Literature concerning children's early reading and writing is reviewed. Simulations and guided teaching experiences enable students to practice using acquired knowledge.
Spring semester, 4 credits
Pre practicum field-based experience
Prerequisites: EDUC1401, 2201, 1501.

EDUC2207 Math and Science Teaching Methods
This course is designed to provide an orientation to the principles and best practices in the instruction of mathematics and science at the elementary level through lectures, observations, reading, and class presentations. The primary focus of the course is problem solving. The use of computer technology, manipulatives, and children's literature is demonstrated. Health education will be integrated within the math/science context. Students demonstrate this knowledge into the development of materials, the as-

sessment of learners, and the design of instructional activities.
Spring semester, 4 credits
Pre practicum field-based experience
Prerequisites: EDUC1401, 2209, 1501.

EDUC2301 Curriculum Development K-12
This course is designed to provide insight and practical experience related to the overall curriculum planning process in K-12. Students will examine the curriculum frameworks and develop lessons that support their content area. Course objectives include examination and analysis of national and state frameworks and standards, program evaluation, current technology frameworks, as well as developing a professional portfolio.
Fall semester, 4 credits
Prerequisites: EDUC1401,1501.

EDUC2302 Secondary Methods: Classroom Management
This course will be a study of different approaches to classroom management in the high school and assist students in developing their skills in classroom management. Developing competencies in various approaches to classroom management as well as questions concerning goals, curriculum, discipline, motivation, and instructional methods are addressed. Students will be taught current computer technology to assist in effective management.
Spring semester, 4 credits
Pre practicum field-based experience
Prerequisites: EDUC1501, 1401, 2301.

EDUC2305 Secondary Methods: Strategies of Teaching
Students study and demonstrate teaching methods unique to their area of concentration as they apply to the Massachusetts Curriculum Framework. Students will demonstrate competency as an effective teacher by using various teaching tools to critique their own teaching style, i.e., videotaping, video conferencing, and technology. Students will develop lesson plans in their area and prepare these electronically on a web page.
Spring semester, 4 credits
Pre-practicum field-based experience
Prerequisite: EDUC1501, 1401, 2301

EDUC3101 Learning and Leading with Technology
Students will identify, evaluate, and apply emerging technologies to enhance the learning process. Students will actualize how learning about technology resources and using them throughout their professional preparation will foster the students' creative and analytical thinking skills to effectively solve instructional and management problems.
Fall semester, 4 credits
(Cross referenced with ITECH3101)
Prerequisites: Completion of college computer literacy requirement.

EDUC3201 Curriculum Technology Integration
This course will assist students in exploring how instructional technologies can be used for teaching and learning. The course will demonstrate technology as a tool in the educational setting to enhance learning. Students will explore the application and integration of electronic tools in groupware, electronic assessment, webquests, and learn how to manage instructional and informational materials for K-12 settings. Students will complete an electronic portfolio and develop their own web page.
Spring semester, 4 credits
Prerequisites: sophomore status or permission of instructor

EDUC3301 Testing and Assessment
This course will study procedures for developing and evaluating classroom teacher-made tests as well as standardized testing practices used in the K-12 program. Students will examine a variety of assessment instruments with specific emphasis on test construction as well as using alternate forms of assessment including demonstrations, performance-based assessment, portfolio assessment, and review of current research on tracking and ability grouping. The course will also serve as a capstone to the student teaching experience to assess personal performance.
Spring semester, 4 credits
Prerequisites: senior status or permission of instructor.

EDUC3457 Student Teaching Seminar
This seminar examines the educational issues that grow out of the daily student teaching experience in the elementary or secondary school classes. It is designed to accompany and enhance practicum experience.
Fall semester, 2 credits

EDUC4467 Student Teaching Practicum
Supervised student teaching in elementary or secondary school classes provide the opportunity for experience in all aspects of teaching, and the development of a working point of view in the field of education.
Fall semester, 14 credits
Prerequisites: All certification courses.

English

ENGL1201 + Writing Workshop I
This course provides students with the opportunity to refine their college writing skills and address issues of organization, focus and grammar. Emphasis is placed on drafting and revising assignments. Students also meet individually with instructors to discuss essays. Admission is based on placement exam. Students who have completed Writing Workshop I are required to take ENGL1202.
Fall and spring semester. 4 credits

ENGL1202 + Writing Workshop II
This course introduces students to college-level research writing and library skills. Emphasis is placed on drafting and revising assignments. Individual conferences with instructors are also required, as is a final research paper. Admission is based on placement exam or successful completion of ENGL1201.
Fall and spring semester. 4 credits
Prerequisite: ENGL1201 or placement test.

ENGL1204 + Introduction to College Writing
This course examines various approaches to the types of expository writing required in college. The focus of the course is on matters of form, structure, and style, although principles of grammar, usage, and syntax will be reviewed as needed. Weekly reading and writing assignments are required, as well as a final research paper. Open to adult learners only.
Fall and spring semester. 4 credits

ENGL1208 Persuasive Strategies and Rhetorical Traditions
Rhetoric, or the ancient art of persuasive speaking, is the foundation for study in both communication and literature. Students apply the knowledge they learn about the historical, social, and political roots of rhetoric to the analysis of a variety of contemporary media and texts, including advertising, television, music lyrics, journalism, and classical and popular literature and entertainment. Students learn that all texts function as instances of persuasion. This is a writing-, reading-, and speaking-intensive course, and particular emphasis is placed on the development of ability in these areas. This course is required of all majors in the English Department. This course fulfills the Rhetorical Knowledge requirement.
Fall and spring semester. 4 credits

ENGL1303 + Autobiographical Writings
Students study autobiography from its origins in world literature to its development in English and American literature and its importance in the 20th Century. Particular emphasis is placed on the tradition of women's autobiographies. Written work includes the option of writing your autobiography.
Expected spring 2002. 4 credits
Prerequisite: Must have completed or simultaneously be enrolled in ENGL1202 or 1204.

ENGL1305 + Women in American Literature*
Students investigate the role of women in the evolution of American society and culture. The course examines both women and men writers to evaluate how gender affects the American experience and the American writer's view of that experience.
Spring semester, alternate years, expected spring 2002. 4 credits
Prerequisite: Must have completed or simultaneously be enrolled in ENGL1202 or 1204.

ENGL1311 + Love and Gender in Literature*
This course studies how gender roles serve to define love and romance as represented in narrative and dramatic works from the 13th Century Romance of Tristan and Iseult to 20th Century novels and short stories. Readings are chosen from such authors as Shakespeare, Ibsen, Austen, Lawrence, E.M. Forster, Z.N. Hurston, and Jane Rule.
Fall semester, alternate years, expected fall 2001. 4 credits
Prerequisite: Must have completed or simultaneously be enrolled in ENGL1202 or 1204.

ENGL1313 + Short Fiction*
This course explores the influence of gender on outstanding short fiction by such 19th and 20th century writers as Hawthorne, Melville, Edith Wharton, Virginia Woolf, James Baldwin, Alice Walker, D.H. Lawrence, and Angela Carter.
Fall semester, alternate years, expected fall 2002. 4 credits
Prerequisite: Must have completed or simultaneously be enrolled in ENGL1202 or 1204.

ENGL1314 + Spirituality and the Literary Imagination
The recent widespread popularity of bestsellers and TV shows dealing with angels, the soul, and other religious topics suggests that God is anything but dead in the 21st Century. Spirituality has always been a topic of great intellectual interest to artists and writers, from St. Augustine and Julian of Norwich to modern day writers such as Issac Bashevis Singer, Thomas Merton and Kathleen Norris. This course examines the ways in which Christian and non-Christian writers have, over the course of centuries, grappled with their faith and relationship with a higher being. readings cover both fiction and non-fiction, with a special emphasis on Catholic writers of the 20th Century.
Spring semester, alternate years, expected spring 2001. 4 credits
Prerequisite: ENGL1202 or 1204.

ENGL1315 + Traditions and Myths in American Literature
This course explores how myths about the American landscape, frontier, and people have shaped our national identity and literature. Emphasis is given to examining the frontier experience as it was lived by men and women of different cultures and backgrounds. Students will watch several movies, and read the works of authors such as Kirkland, Ingalls, Cooper, Cather, and Hillerman.
Spring semester, alternate years, expected spring 2001. 4 credits
Prerequisite: Must have completed or simultaneously be enrolled in ENGL1202 or 1204.

ENGL1323 + Studies in Drama
Students read and analyze dramatic literature from the classical period to the modern era. The playwrights considered may include Sophocles, Shakespeare, Moliere, Ibsen, O'Neill, Beckett, Hansberry, Norman, and Wilson.
Alternate years, expected fall 2001. 4 credits
Prerequisite: Must have completed or simultaneously be enrolled in ENGL1202 or 1204.

ENGL1325 + Introduction to Literature
This course will introduce students to the major literary genres—poetry, fiction, and drama. Readings will combine classical and modern literature from Sophocles to Adrienne Rich. Emphasis will be on learning how to think and write critically about literature.
Expected 2002. 4 credits
Prerequisite: Must have completed or be simultaneously enrolled in ENGL1202 or 1204.

ENGL1327 + Major British Poetry
A survey of poetry in English from Chaucer to Eliot, the course will introduce students to the genre of poetry through examples drawn from major British poets such as Chaucer, Spenser, Milton, Pope, Wordsworth, Tennyson, and Yeats.
Fall semester. 4 credits
Prerequisite: Must have completed or simultaneously be enrolled in ENGL1202 or 1204.

ENGL1328 + Major British Fiction
A survey of 18th and 19th century fiction in English from Defoe to Hardy, the course will introduce students to the genre of fiction through novels by such authors as Richardson, Fielding, Austen, Bronte, Eliot, Dickens, and Hardy.
Spring semester. 4 credits
Prerequisite: Must have completed or simultaneously be enrolled in ENGL1202 or 1204.

ENGL1329 + Major British Drama
A survey of British drama from the medieval period through the late 19th Century and the dawn of modernism, the course will introduce students to the genre of drama through the plays of major British dramatists such as Shakespeare, Marlowe, Jonson, Congreve, Sheridan, and Wilde.
Alternating semesters, expected fall 2002.
4 credits
Prerequisite: Must have completed or simultaneously be enrolled in ENGL1202 or 1204.

ENGL1331 + Major American Authors I
This course surveys American Literature from its origins in the Native-American Tradition through the end of the Civil War. Particular emphasis is given to the various social, historical, and political influences that have shaped the works of both classic and lesser known American writers including Franklin, Emerson, Child, and Douglass.
Expected fall 2001. 4 credits
Prerequisite: Must have completed or simultaneously be enrolled in ENGL1202 or 1204.

ENGL1332 + Major American Authors II
This course surveys American literature from the end of the Civil War through the early 20th Century. Particular emphasis is given to the various social, historical, and political influences that have shaped the literary canon. Writers may include Alcott, Dickinson, Twain, Chopin, Whitman, and James.
Spring semester. 4 credits
Prerequisite: Must have completed or simultaneously be enrolled in ENGL1202 or 1204.

ENGL2101 Literature and Film
This discussion-based course will broaden students' appreciation of the nature of a "text" to include film. Students will read works of literature and view films that have been based on those works in order to consider how meaning is conveyed differently through different media, as well as how specific literature and films reflect the culture. Emphasis on critical thinking and writing. Course is requirement for all English majors and is open to non-majors who have fulfilled the prerequisite.
Spring semester. 4 credits
Prerequisite: ENGL1325 or equivalent literature course.

ENGL2202 Topics in Writing: Writing for the Workplace

ENGL2203 Topics in Writing: Creative Writing

ENGL2204 Topics in Writing: Prose Writing
These topics courses provide students with further opportunities to practice and refine their writing and editing skills. The writing genres rotate from year-to-year to include business writing, creative writing, and prose (expository) writing. All classes emphasize revision, a supportive atmosphere, and a workshop format.
Fall or spring semester. 4 credits
Prerequisite: ENGL1202 or ENGL1204 or permission of instructor.

ENGL2401 Shakespeare: Comedies and Romances
This course introduces Shakespeare's comedies and romances by focusing on the modes of characterization, the use of dramatic convention, and the development of the major themes. Among the plays read are A Midsummer Night's Dream, Twelfth Night, and The Tempest.
Spring semester, alternate years. 4 credits

ENGL2403 Shakespeare: Tragedies and Histories
This course introduces students to Shakespeare's tragedies and history plays emphasizing the development of major themes, characterization, and dramatic technique. Among the plays read are Richard III, Hamlet, and King Lear.
Spring semester, alternate years, expected spring 2002. 4 credits

ENGL2405 Shakespeare from Study to Stage
The course combines the reading of three Shakespeare plays with a performance component in which students prepare scenes for class presentation. By adding a theatrical dimension to the traditional study of texts, the course translates the written word into that complex of speech and actions that makes drama live. The course meets for four hours per week.
Expected spring 2003. 4 credits
(Cross referenced with SPCH2103)

ENGL2409 The Modern Political Novel
This course studies the relationship between politics and fiction, focusing on the novelist's response to such major political movements of the 20th Century as imperialism, colonialism, Marxism, and feminism. The course examines the effect of these movements on the human relationships traditionally portrayed in fiction. Novelists include Koestler, Piercy, Gordimer, Achebe, Coetzee, Puig, and Walker.
Fall semester, alternate years, expected fall 2002. 4 credits

ENGL2413 Modern British Novel
The course analyzes major British fiction from the early 20th Century to the present with particular emphasis on how the genre gives narrative shape to issues of class, race, and gender. Novels by such writers as E.M. Forster, Virginia Woolfe, D.H. Lawrence, Doris Lessing, V.S. Naipaul, and Jeannette Winterson are studied.
Fall semester, expected fall 2001. 4 credits

ENGL2417 Modern Drama
The course includes reading and analysis of selected plays by European, British, and American dramatists of the 20th Century, with close attention to the evolving methods and sensibilities that have come to be called modernism. Writers may include Ibsen, Shaw, Glaspell, Brecht, Beckett, O'Neill, Miller, Norman, Wilson, and others.
Spring semester. 4 credits
(Cross referenced with SPCH2105)

ENGL2421 Modern American Writers
A study of modern American writers, the course examines the decades following World War I and evaluates representative writers' critiques of the major events of the 20th Century. Writers may include Hemingway, Faulkner, O'Connor, Baldwin, and O'Brien.
Fall semester, alternate years, expected fall 2001. 4 credits

ENGL2501 Writing for the Mass Media: Journalism
This course is an introduction to journalism, with emphasis on the basics of good news reporting and writing, including interviewing, writing leads and headlines, writing hard news and features, copy editing, and proofreading. Students may gain some practice in newscasting on audio and/or videotape, but the emphasis of the course is on improving writing skills for print media.
Fall semester. 4 credits

ENGL2503 Writing for the Mass Media: Public Relations and Advertising
This course examines the different formats and approaches involved in writing copy for public relations and advertising. Students practice writing ads, public service announcements, press releases, brochures, and profiles. They may also do some work with videotape. The fundamental skills of journalism will be applied to these formats.
Spring semester. 4 credits
Prerequisite: ENGL2501 or permission of the instructor.

ENGL2802 Editing and Publishing
This course introduces students to issues which arise from the process of working with other people to produce media-related documents in a professional setting. Students participate in the day-to-day operation of the campus's student newspaper and literary magazine, including both the on-line and paper versions. Through this experience, the course explores topics such as composing with other writers, editing for content and copy editing, and understanding the roles and responsibilities of writers working in professional organizations. This course fulfills the Collaborative Expertise requirement.
Fall semester. 4 credits
Prerequisite: ENGL1202 or ENGL1204 or permission of instructor

ENGL3460 Seminar: Gender, Texts and Identity
Students will examine how different kinds of texts (e.g. literature, movies, television) present and shape issues of gender and identity. Specific topics and "texts" will be determined by the instructor. "Texts" could be all of one kind or a combination of different media, also to be determined by the instructor. Active student participation and major research paper are required. This course is the capstone requirement for all English majors.
Spring semester. 4 credits
Prerequisite: Open to juniors and seniors only, or permission of the instructor.

ENGL3501 Media Criticism
This course redefines the notion of a "text" to include the contemporary mass media, especially television. Students apply critical approaches developed in literary study to various texts including television programs, commercials and music video. Readings include works by media critics.
Spring semester. 4 credits
Prerequisite: Open to juniors and seniors only, or permission of the instructor.

ENGL4186 Independent Study
Students study a single author or special topic in literature or communication under the guidance of a member of the English faculty. The course requires extensive research with primary and secondary sources, and the writing of a major paper. Independent study is required for English honors.
Fall and spring semester. 4 credits
Prerequisites: A 3.5 (B) average in English courses and permission of a member of the department.

ENGL4594-4595 Internship I - II
The primary purpose of the internship is to gain practical and professional training and experience in such fields as journalism, broadcasting, advertising, publishing, public relations, and corporate, political, or governmental communication. Students work 15-16 hours per week at their placement and meet regularly with other interns and the Internship Director in the English Department. Students also maintain a journal concerning their work and submit a final paper.
Fall semester. 4 credits
Prerequisites: Open to juniors and seniors only. Most major requirements must be fulfilled. Permission of instructor is required.
+Course satisfies general requirement of the College.
**Accepted toward Women's Studies minor.*

Foreign languages

English As A Second Language

LANG2501 + Foundations of Multicultural Communication I
This course is designed for students who speak languages other than English as their primary language. Topics of American culture are presented through newspaper and magazine articles, and literature. This is an interactive classroom, with emphasis on conversation, discussion, and oral reports. The course has an intercultural component geared to the international student.
Intermediate/Advanced: Fall semester. 4 credits

LANG2502 + English for Speakers of Other Languages
This course is designed for students who speak languages other than English as their primary language. Students examine aspects of American culture through films and short stories. Classroom techniques include journal writing, discussion, oral reports, and debates.
Spring semester. 4 credits

French

LANG1201 + Beginning French I
Using an exciting video based immersion program, this course focuses on the basics of listening, speaking, reading, and writing. Emphasis is placed on the oral/aural components of language learning. This emphasis is reflected in the classroom activities and homework assignments. Three hours of class, one hour of laboratory.
Fall semester. 4 credits

LANG1202 + Beginning French II
This course is a continuation of LANG1201. Students will further their progress in conversational skills in French through watching a video series that stresses listening comprehension and culture in an entertaining format. Three hours of class, one hour of laboratory.
Spring semester. 4 credits
Prerequisite: LANG1201 or equivalent.

LANG2201 + Intermediate French I
The oral/aural emphasis of this course is enhanced by a video based immersion program. Class time is structured around significant role playing and interpersonal activities in which students put their language to use. The basic skills of comprehending, speaking, reading, and writing are further developed. Three hours of class, one hour of laboratory.
Fall semester. 4 credits
Prerequisite: LANG1202 or equivalent.

LANG2202 + Intermediate French II
This course is a continuation of LANG2201. It emphasizes conversational skills using a lively video program as the catalyst for discussion. Classwork and home assignments integrate the four skills of listening, speaking, reading, and writing. Three hours of class, one hour of laboratory.
Spring semester. 4 credits
Prerequisite: LANG2201 or equivalent.

Spanish

LANG1401 + Beginning Spanish I
This course is a language immersion program that introduces Spanish to students with little or no knowledge of the language while developing basic comprehension, speaking, reading, and writing skills. The students are encouraged to communicate with each other and the instructor through role playing and interpersonal activities. The course focuses on a video series that stresses listening comprehension and culture in an entertaining format. Three hours of class, one hour of laboratory.
Fall semester. 4 credits

LANG1402 + Beginning Spanish II
This course is a continuation of LANG1401. Students will continue their progress in conversational Spanish while developing basic language skills. Three hours of class, one hour of laboratory.
Spring semester. 4 credits
Prerequisite: LANG1401 or equivalent.

LANG2401 + Intermediate Spanish I
This course is a language immersion program that emphasizes oral communication through interpersonal activities. Classwork and home assignments further develop basic comprehension, speaking, reading, and writing skills. An entertaining video program provides the basis for classroom discussion. Three hours of class, one hour of laboratory.
Fall semester. 4 credits
Prerequisite: LANG1402 or equivalent.

LANG2402 + Intermediate Spanish II
This course is a continuation of LANG2401. Conversational skills are emphasized through role playing and interpersonal activities. Literary readings are incorporated into the course. Three hours of class, one hour of laboratory.
Spring semester. 4 credits
Prerequisite: LANG2401 or equivalent.

LANG2413 + Spanish Conversation and Composition I
This course encourages the student to integrate the grammatical structures already learned into meaningful communication in the context of practical settings. Varied activities and audiovisual material will supplement literary readings, readings of cultural interest, and readings on public events as a stimulus to everyday oral and written language use.
Fall semester. 4 credits
Prerequisite: LANG2402 or equivalent.

LANG2414 + Spanish Conversation and Composition II
This course is a continuation of LANG2413. It continues to emphasize the use of grammatical structures for meaningful communication in the context of practical settings.
Spring semester. 4 credits
Prerequisite: LANG2413 or equivalent.

LANG3405 + Spain: A Cultural Approach
This course presents an overview of Spanish culture in the physical reality of the geography of Spain, the trajectory of its history, and the rich values of its art.
Fall semester, expected fall 2001. 4 credits

LANG3411 + In Search of National Identity: Bolivar, Machado, Marti, and Unamuno
This course provides a critical analysis of these most important authors and their works from the significant period of each intellectual's search for identity.
Spring semester, expected spring 2004. 4 credits

LANG3417 + Spanish American Experience: An Overview
This course examines the developments of Spanish American literature through the study of the most representative literary movements and cultural periods.
Fall semester, expected fall 2003. 4 credits

LANG3421 + Spanish Caribbean Literature
This course is designed to promote growth in oral and written language skills through the study of the culture and literature of the Caribbean region. Major authors from Cuba, the Dominican Republic and Puerto Rico will be studied.
Spring semester, expected spring 2002. 4 credits

LANG3427 + Contemporary Spanish American Women Novelists*
This course introduces the student to outstanding women novelists of the contemporary period, such as Rosario Castellanos, Elena Poniatowska, Marta Traba, Rosario Ferré and Isabel Allende, to cite but a few. Discussions will focus on the themes, socio-political context, feminist perspective, and problematic issues in the literary style and the varied forms of the novels studied.
Spring semester, expected spring 2003. 4 credits

LANG3429 + Encounters with Great Figures of Hispanic Literature
This study of selected texts of the most outstanding Hispanic authors across the centuries will bring the student into contact with the evolution and artistic richness of the literary history of Spain and Spanish America.
Spring semester, expected spring 2005. 4 credits

LANG3431 + Contemporary Spanish Novel
The student will read and discuss relevant works of the most outstanding contemporary novelists of Spain, noting particularly the changed social, political, and cultural environment of present day Spain as evidenced in these novels.
Fall semester, expected fall 2004. 4 credits

LANG3433 + Hispanic Contemporary Drama and Society
This is an approach to the study of Hispanic society and culture of the contemporary period through the reading, discussion of, and analysis of selected works of outstanding dramatists of the period.
Fall semester, expected fall 2002. 4 credits

LANG4478-4479 Directed Study
Fall and spring semesters. 4 credits
Prerequisite: Permission of instructor.

Literature in Translation

LANG2103 Literary Mirrors of the Modern World
Embark on a literary journey to Africa, Europe, Asia, and Central and South Americas with major world authors who treat in short novels the triumphs and tragedies of the human condition. This course is designed to foster critical thinking and to improve writing skills. All readings are in English.
Spring semester. 4 credits.
Prerequisite: must have completed or simultaneously be enrolled in ENGL1202 or ENGL1204.
+Course satisfies general requirement of the College.
**Accepted toward Women's Studies minor.*

History

HIST1105 + United States History to 1877
This survey course explores the central ideas and conflicts which helped shaped American society from the colonial era through Reconstruction. Lectures will focus primarily on the political and economic history of the U.S., including the development of American slavery, the origins and consequences of the American Revolution, industrial growth, political changes, the Civil War, and Reconstruction. Discussion sections will center primarily on social history and the lives of ordinary people. The goal of this course is to teach students to write critically about the early history of the United States, and

to challenge some of the broad-based and popularly-held assumptions about American history.
Fall semester. 4 credits

HIST1106 + United States History Since 1877
This survey course examines the major political, social, and economic developments of the United States by exploring the central ideas and conflicts which shaped American society since the Civil War. Lectures will focus primarily on the political and social history of the U.S., including Reconstruction, industrialization, two world wars, depression, the women's movement, the struggle for civil rights, and the Cold War. Discussion sections will center on developing critical thinking skills through the analysis of primary and secondary sources. Lectures are augmented with film, audio, and music.
Spring semester. 4 credits

HIST1108 + World History to 1500
This course studies the origins and developments of the great world civilizations with particular emphasis on Near Eastern, Indian, Chinese, and Western civilizations.
Fall semester. 4 credits

HIST1109 + Modern World History
This course studies global history since 1500 from explorations and consequent hegemony of the West to the modern world with disparate centers of power and culture.
Spring semester. 4 credits

HIST2105 + America Since the 1960s
America's history from 1960 to the recent past is explored in this class. The course will focus primarily on social and cultural history, diversity, and change since 1960, including the struggle for civil rights, the women's movement; youth culture; the counter culture; the anti-war movement, gay and lesbian rights movements, and the resulting political, social, and economic ramifications. Students are asked to challenge broadly held assumptions and reflect critically upon the past generation through the use of readings, film, music, and other non-traditional primary sources.
Fall semester, alternate years, expected fall 2002.

HIST2109 + The Urban World
This course studies the emergence and role of the modern metropolis as the center of cultural, economic, political and social life worldwide. Close attention will be given among American cities to New York, Chicago and Boston; in Europe Paris and Berlin; in the developing countries Beijing and Sao Paulo, Brazil. There will be ample visual illustrations as well as readings about a variety of perceptions and experiences of city dwellers and analysts. Students explore urban issues of their choice through team research and presentations
Fall semester, alternate years, expected fall 2002. 4 credits
(Cross referenced with SOC2107 and IDS2109)

HIST2119 European History, 1815-1914
This course, which will begin with the recovery of Europe following the Napoleonic Wars, will examine the international, political, economic, social and cultural development of Europe to the outbreak of World War I. Among the topics to be covered are: the industrial revolution; new ideologies such as nationalism, liberalism, socialism and romanticism; the revolutions of 1830 and 1848; unification of Italy and Germany; Bismarckian diplomacy; militarism; the new imperialism; the turn of the century mind; and the background to the war of 1914-1918.
Fall semester, alternate years
Expected fall 2003. 4 credits

HIST2120 European History, 1914 – the Cold War
This course, which will begin with the First World War, will examine the Russian Revolutions of 1917, the economic nationalism and international politics of the 1920s and 1930s, the development of the Soviet Union, the rise of Italian fascism and Nazism, the background to and prosecution of World War II, and the Cold War.
Spring semester, 4 credits

HIST2127 Religion, Society, and Europe
This course looks at religious beliefs and practices in modern Europe from the French Revolution to the mid-20th Century. Such forms of religious affiliation and expression as apparitions, pilgrimages, the occult, and minority and dissident churches are major topics, as are religious life in cities, women and religious life, and the challenges posed by science and atheism to religion. Most of the course is concerned with varieties of Christianity but Judaism is also considered.
Spring semester, alternate years. 4 credits

HIST2128 Immigrants in the American Experience
This course examines the history of immigration to America from the colonial era until the recent past. Emphasis is given to the role immigrant groups have played in the nation's history and the contributions they have made in shaping America's diverse culture. It will examine the "push" and "pull" factors which helped propel emigrants to the United States, particularly its cities. The course focuses on the diverse immigrant experience and the debate over assimilation as well as the problems and promises immigrants have historically confronted upon their arrival in the United States. Students are expected to develop an appreciation for the role of immigration in American history and challenge broadly held assumptions about immigration by writing and thinking analytically about the topic through the use of actual immigrant experiences, film, and field trips.
Spring semester, alternate years

HIST3105 Women in American History*
The central focus of this course is the contributions of women to the country's history since the colonial era. Various topics will be addressed including work, family, race, ethnicity, reform, and the development of the modern women's movement. The course will combine lectures, discussions, readings, a walking tour of Boston's women's history, and films in reexamining the role of women in American society and the reasons for their marginalization. Students will develop interpretive and analytical skills through writing assignments and class discussion.
Spring semester, alternate years, expected spring 2002

HIST3107 A History of Boston
This course examines the history of Boston since its founding in 1630. We will explore the city's history in a number of ways including its geographic expansion and growth, the development of its neighborhoods, immigration, and politics, among other areas. Students will develop an appreciation of Boston's varied and unique history through readings, lectures, outside assignments and field trips.
Spring semester, alternate years, expected spring 2003. 4 credits

HIST3111 United States and Global Issues: 19th and 20th Centuries
This upper-level course examines the interaction between other parts of the world and the United States from the early 19th Century to the end of the Cold War. The course is arranged topically and looks at the connection between world events and how they shaped (and were shaped by) the United States. Examples include revolution, trade and commerce, war, colonization, industrialization, and the various cultural conflicts between other parts of the world and the United States. The goal of this course is to get you to think and write critically about the United States' connection with world historical events by getting the student to understand that this interaction is multifaceted.
Fall semester, alternate years, expected fall 2003. 4 credits

HIST3117 Minorities and Marginality in European History*
This course focuses on the historical experience and significance of individuals and groups in Europe whose characteristics have not matched those of the dominant society. Ethnic and racial minorities, radicals, criminals, the insane, geniuses, reformers, utopians, members of the avant-garde, the poor and the near-poor - all of these "outsiders" shed light on national norms, limitations and ideals. Looking at examples of marginal or minority cultures in the past, the class will examine this relatively understudied topic, and reach a deeper understanding of pariah-status, socialization, reconciliation and reform, and the persistence of injustice.
Offered as needed. 4 credits

HIST4178-4179 Directed Study I - II
This program is open to students with special needs not being met by the regular course offerings, after consultation with the chair.
Fall and spring semester. 4 credits
Prerequisite: Permission of department chair.

HIST4194-4195 Internship I - II
This course involves an internship in a cooperating institution, regular discussion sessions, and a project term paper. Students select their internship with the approval of the agency and a department faculty member.
Fall and spring semester. 4 credits
+Course satisfies general requirement of the College.
**Accepted toward Women's Studies minor.*

Instructional Technology

ITECH1101 + Computer Applications for the Liberal Arts
This course introduces students to fundamental hardware concepts in the use of microcomputers and to some practical applications of software. The course focuses primarily on word processing, spreadsheets and business charts and presentation software using the Microsoft Office products on both the Windows and Macintosh platforms. The course examines the use of computers for communication and collaboration including e-mail, conferencing software, and the Internet for exploring the resources of the World Wide Web. Students participate in group discussions using FirstClass groupware, work with computerized library databases, and make decisions about the purchase of hardware, software, and service providers.
Fall and spring semesters. 4 credits

ITECH1102 + Introduction to Electronic Spreadsheets
This course is designed for students who have successfully demonstrated their computer literacy requirement but who still need to demonstrate proficiency using electronic spreadsheets. One section of this course is offered as an online course. This course, using Microsoft Excel will provide basic skills in the creation of simple worksheets, using formulas, functions, and the order of operations. Data presentation using formats and autoformats will be introduced and basic business charting techniques will be presented. Excel's capabilities in the areas of sorting, listing and simple database functions will also be examined.
Fall and spring semesters. 2 credits

ITECH2101 Communicating and Problem Solving with Computers
Students in this course gain hands-on experience with a variety of software applications for data gathering, analysis and presentation. The course is designed for those who are majoring in many areas of the Liberal Arts curriculum. Students use data pertaining to many different disciplines, learn methods for quantitative analysis, and ways to present data in face-to-face and over the Web environments. Data analysis methods may include the use of advanced skills in Microsoft Word, Excel and PowerPoint, SPSS and web editors. The course is required for students seeking a Minor in Information Technology.
Spring Semester. 4 credits.
Prerequisite: Completion of college computer literacy requirement.

ITECH 2107 Computer Databases: Designs and Applications
People rely on databases for providing critical information for decision-making. This course offers students majoring in management, science and the humanities an opportunity to learn the database environment: its evolution, advantages over file processing systems, and the major components in designing a safe and user friendly system. No previous experience with databases is required. Using Microsoft Access, students use a variety of case studies to explore issues relating to the physical design of databases, examine multiple ways to organize, maintain and report data, define relationships between tables, create complex queries, and study major issues related to data privacy, security, and user friendliness.
Spring semester, alternate years.
Expected spring 2002, 4 credits
Prerequisite: Completion of college computer literacy requirement.

ITECH2109 Using the Internet: Tools and Techniques
This course looks at the Internet as a research tool. It is intended for students in any major or minor interested in on-line reading and writing beyond the casual use of the Web. A variety of web tools are examined: browsers, messaging systems, email, search engines, FTP, Chat, plug-ins and Internet utilities. Students gather information from libraries, research sites, government databases, and commercial sources on topics of their own choosing. Students gain an understanding of the hardware and software required for using the Internet, digital protocols, issues related to speed and bandwidth, and the process of getting connected. They study the history and evolution of Web technology, and its impact on modern business and culture.
Spring semester, alternate years.
Expected spring 2002. 2 credits
Prerequisite: Completion of college computer literacy requirement.

ITECH3101 Learning and Leading with Technology
Students will identify, evaluate, and apply emerging technologies to enhance the learning process. Students will actualize how learning about technology resources and using them throughout their professional preparation opens endless, challenging learning for the future. The course will foster the students' creative and analytical thinking skills to effectively solve instructional and management problems.
Alternate years, expected fall 2001. 4 credits
Prerequisite: Completion of college computer literacy requirement.
(Cross referenced with EDUC3101)

ITECH3103 Information Systems in the Workplace
This course focuses on how communication and collaboration technologies influence the creation, content and flow of information within and between organizations. Using a series of case studies, students will see how information technology links the different branches of an enterprise. Students will examine the role and duties of information officers, the design and maintenance of communication networks, and study hardware and software security issues within an organization. Students will look at the design of intranets and the architecture of the largest Internet. The course will consider traditional communication and collaboration technologies such as telephone and video-conferencing, and Web-based tools such as electronic mail and computer mediated conferencing. Issues related to electronic commerce, fund transfers, privacy, ethics and liability and intellectual property rights will be presented in case studies. Advanced word-processing skills and electronic communication skills will be used to present reports and findings.
Fall semester, expected fall 2001. 4 credits
Prerequisite: Completion of college computer literacy requirement and Junior-Senior status or permission of instructor.

ITECH3105 Social Issues in Technology
This course is a study of social issues in technology. This course will explore social, legal. philosophical, ethical, political, constitutional and economic implications of computing in our technological world. The course substance will be presented in thematic categories: intellectual property, data privacy, codes of ethics in computing, open and flexible learning, equity issues, censorship, information access, on-line finances, knowledge webs, senior net, and other emerging issues related to technology. The course will reflect the principles that drive contemporary open and flexible learning using FirstClass.
Fall semester, alternate years. 4 credits
Prerequisite: Completion of college computer literacy requirement and Junior-Senior status or permission of instructor.

Management

MGMT1201 Financial Accounting
This course is an introduction to the principles and procedures employed in analyzing business transactions, recording their financial effects, summarizing them in financial statements, and interpreting these statements.
Fall semester. 4 credits
Prerequisite: Computer proficiency.

MGMT1301 Business Law
This course deals with the legal aspects of business relationships. Contracts, torts, agencies, partnerships, corporations, criminal law, real and personal property, and sales are examined.
Spring semester. 4 credits

MGMT1303 Foundations of Management
Introduces students to the business environment, to the functional areas of general management, finance, accounting, and marketing management. Perspective is given through an exploration of the role of business in society, to illustrate the remarkable dynamism and liveliness of business organizations and of the people that operate them. The course emphasizes personal life/career planning in relation to business education.
Fall and spring semester. 4 credits

MGMT2201 Managerial Accounting
The use of accounting in planning, controlling, and decision-making is examined in this course. Cost terms, classification, and behavior are fully developed and utilized in budgeting, break-even analysis, and pricing of products and services. Simulation exercises in production, cost accumulation systems, and budgeting will make extensive use of the Excel electronic spreadsheet.
Spring semester. 4 credits
Prerequisite: MGMT1201 or equivalent.

MGMT2202 International Management
This course surveys the subject of competitiveness among countries, companies and managers in a global political economy. We will focus on cultural, logistical, political and other issues faced by businesses engaged in international transactions. The course will cover such general topics as international business theory and practice, comparative environmental frameworks, government relations, finance and investment, and corporate planning.
Fall semester. 4 credits.

MGMT2206 Cost Accounting
The control aspects of material, labor, and overhead accounting are stressed. The course covers job and process costs, standard costs, direct costing, marketing costs, costs in decision-making, capital budgeting, and profit planning.
Offered as needed. 4 credits
Prerequisites: MGMT1201, 2201.

MGMT2305 Financial Management
Topics include the role of financial manager; the legal, operating, and tax environment of the firm; financial analysis and planning; the management of working capital; fixed-assets management; and capital budgeting. Also reviewed are the cost of expansion and failure.
Spring semester. 4 credits
Prerequisite: MGMT1201.

MGMT2307 Management Psychology
Management psychology, or organizational behavior, is concerned with the relationships between people in the work environment. We will look at theories of motivation, leadership, personality, conflict resolution, diversity, and apply concepts through simulations and problem solving. Students will learn to (1) identify the major factors that contribute to individual and group effectiveness in organizations, and (2) diagnose and resolve management problems that arise at the individual and group level in the organization.
Fall semester. 4 credits.

MGMT3301 Principles of Marketing
This course focuses on the total system of interacting business activities involved in the movement of goods from producers to consumers and industrial users. It involves analysis of the marketing functions performed by the manufacturers, wholesalers, retailers, agent middlemen, and market exchangers. This course examines consumer and industrial products and services; private, public, for profit, not for profit organizations; and the social and legal implications of marketing policies. Students evaluate pricing, branding, choice of distribution channels, selective selling, and the planning and implementation of sales programs. Emphasis is on managerial approach to making marketing decisions.
Fall and spring semester. 4 credits
Prerequisites: ECON1101 or 1103, MGMT1201.

MGMT3302 Operations Management
What is the role of operations managers? In this course, students will gain perspective on the production and operation functions of business by studying how resources are mobilized into high- quality goods and services and distributed to customers. Emphasis will be placed on the use of quantitative models to assist in decision-making.
Spring semester. 4 credits.
Prerequisites: MATH1121, 1117

MGMT3303 Strategic Management
This is the capstone course of the management curriculum. This course focuses on the formulation and administration of analytical tools for coordinating technological, financial, economic, marketing, geographic, and human constraints. It stresses the interaction of disciplines for the implementation of effective strategy and the development of a frame of reference by which predictive generalizations can be developed for senior management policy-making. This course stresses oral and written presentation skills through case method instruction.
Spring semester. 4 credits
Prerequisites: MGMT2305 and 3301.
This course is limited to seniors with management and accounting as a concentration.

MGMT4396-4397 Management Internship I - II
The management internship involves experiential learning in a business agency related to the student's prospective career and is designed to allow students the opportunity to apply theoretical knowledge to a practical setting, gain experience in their chosen career, and make a contribution to the agency in which they have been placed. In addition to spending at least 16 hours a week at the placement site, interns are required to submit a research project on a related topic at the culmination of the internship.
Spring semester. 4 credits
This course is limited to seniors.
Prerequisite: MGMT0394 (pre-internship seminar).
+Course satisfies general requirement of the College.

Mathematics

MATH1101 + College Algebra
This course studies properties, graphs, and uses of algebraic expressions, including linear, quadratic, exponential, and logarithmic equations. The focus of the course is on application of algebra to real-world problems. The course is designed primarily for students who plan to major in an area that requires more mathematics, and who need additional preparation in algebra. Assignment to MATH1101 is based on performance on the mathematics placement examination.
Fall semester. 4 credits

MATH1103 + Precalculus Mathematics
This course is designed to prepare students for calculus (MATH1111). It includes the study of polynomial, exponential, logarithmic and trigonometric functions, and their graphs.
Spring semester. 4 credits
Prerequisite: Satisfactory score on mathematics placement examination or MATH1101.

MATH1105 + Finite Mathematics
This course is designed for students planning to take no further mathematics courses. Topics covered include consumer mathematics, introductory probability and logic. Assignment to MATH1105 is based on performance on the mathematics placement examination. This course does not prepare the student for further work in mathematics.
Fall semester. 4 credits

MATH1111 + Calculus I
This course studies limits and continuity, differential calculus of algebraic, trigonometric and transcendental functions, and applications of the derivative.
Fall semester. 4 credits
Prerequisite: Satisfactory score on mathematics placement examination or MATH1103.

MATH1112 + Calculus II
This course is a continuation of Calculus I and includes the definite integral, the fundamental theorem of calculus, methods of integration, and applications of the definite integral.
Spring semester. 4 credits
Prerequisite: MATH1111 or by placement by department.

MATH1117 + Introduction to Statistics
This is an introductory course in statistics. It presents the concepts, techniques, and methods used in the description and analysis of data, and in statistical inference. The fundamental ideas of probability theory as required for the study of statistical methods are presented, as well as many applications.
Fall and spring semester. 4 credits
Recommended only for sophomores and above

MATH1119 + Mathematics for Elementary School Teachers
This course includes study of number systems, basic arithmetic operations, problem-solving, and informal geometry. The course is recommended for all students concentrating in elementary education and satisfies the general mathematics requirement.
Spring semester, alternate years, expected spring 2003. 4 credits

MATH1121 + Applied Mathematics for the Natural, Social, and Management Sciences
This is an introductory course for those majoring in fields other than mathematics. The course covers linear functions and linear models, quadratic functions, exponential and logarithmic functions, and an intuitive introduction to differential calculus. Course work will emphasize applications to real-world problems.
Fall and spring semesters. 4 credits
Prerequisite: Satisfactory score on mathematics placement examination or MATH1101.

MATH2101 + Linear Algebra
This course serves as a transition from computational mathematics to more theoretical mathematics, as well as providing the student with some of the most useful tools of applied mathematics. Topics include systems of linear equations, matrices, determinants, vector spaces, and linear transformations.
Spring semester, alternate years, expected spring 2002. 4 credits

MATH2103 + Calculus III
This course studies infinite sequences and series and multivariable calculus. Topics covered include vector valued functions, functions of several variables, partial derivatives, and multiple integrals.
Fall semester. Prerequisite: MATH1112.

MATH2107 + Differential Equations
In this course we study the theory and applications of ordinary differential equations. Topics covered include first-order equations, linear equations, systems of equations, and modeling using differential equations.
Spring semester. 4 credits .
Prerequisite: MATH2103.

MATH2109 Discrete Methods
Topics such as logic, methods of proof such as proof by induction, counting principles and graph theory are covered.
Fall semester, alternate years, expected fall 2001. 4 credits

MATH3101 Introduction to Analysis
This is an introduction to the theoretical foundations of real analysis. The completeness of the real number system, limits, continuity, and theory of differentiation and integration are covered.
Offered as needed. 4 credits
Prerequisites: MATH2103, 2109.

MATH3103 Probability
This course is an introduction to the theory of probability and its applications. Topics include random variables, probability laws, joint distributions, the Law of Large Numbers, and the Central Limit Theorem.
Fall semester, alternate years, expected fall 2002. 4 credits
Co-requisite (may be taken concurrently): MATH2103.

MATH3105 Mathematical Statistics
This course is an introduction to the theory of statistics and completes a two-semester introduction to probability and statistics begun in MATH3103. Topics covered include descriptive statistics, estimation, hypothesis testing, regression and nonparametric methods.
Spring semester, alternate years, expected spring 2003. 4 credits
Prerequisite: MATH3103.

MATH3107 Algebraic Structures
This is an introduction to abstract algebra. Properties of groups, rings, fields, and homomorphisms will be studied.
Offered as needed. 4 credits
Prerequisites: MATH2103, 2109.

MATH3157 Seminar in Mathematics
The seminar gives upper level mathematics majors the opportunity to study an area of mathematics in depth. Each student will prepare and present a paper to the class on a selected topic. Seminar topics are chosen by faculty and mathematics majors.
Offered as needed. 4 credits
Prerequisite: Consent of department chair.

MATH4178 Directed Study
The course is available for junior or senior mathematics majors or minors. This is an independent study of material not covered in offered courses.
Offered as needed. 4 credits
Prerequisite: Consent of department chair.

MATH4194 Internship
This is a directed experience in mathematics. Students are required to meet regularly with an assigned member of the department and complete a final paper.
Offered as needed. 4 credits
Prerequisite: Consent of department chair.
+Course satisfies general requirement of the College.

Music

MUSIC0109 Chorus
The chorus is open to all students, by audition. There is at least one major concert each semester, and the chorus works in conjunction with the Colleges of the Fenway Orchestra and is often called upon to participate in programs throughout New England. Works performed range from the choral compositions of the great masters to the music of Broadway and American popular music.
Fall and spring semester. 0 credits

MUSIC0117 Performance Techniques for the Singing Actor
This course incorporates movement, acting and vocal techniques for those interested in musical theater and opera. Scenes recital to culminate course study.
Fall and spring semester. 0 credits

MUSIC1101 + Survey of Music History
This course offers an understanding and appreciation of the music of the great masters, and surveys music of various styles, types, and forms, both Western and non-Western, European and American.
Spring semester. 4 credits

MUSIC1107 + American Musical Theater
Emphasizing music and theater equally, this course studies the origins of American musical theater from its European opera and operetta influences, through vaudeville and minstrel shows, and including the many variations of the form over the last half century. Other forms of popular music, such as jazz, folk, and rock, are also studied.
Fall semester. 4 credits
(Cross referenced with SPCH1103)

Theory and Musicianship

MUSIC1111 + Foundations of Music
Introduction to the foundation of music: harmony, texture, melody, and style. This course is designed to develop in the student the ability to read music in two clefs, discern keys, and understand basic rhythmic structures. Some background in music recommended.
Fall semester. 4 credits

MUSIC1113 + Musics of the World
This course will study the musics — musical languages of the world, excluding Western European music. The organization will be thematic. The musics of other cultures will be explored to study the elements of music, such as rhythm and melody. The study of the musics of other cultures will allow the student to gain insight into the societies from which they are derived. Finally, special attention will be given to the role of women in music.
Spring semester. 4 credits

MUSIC1115 Dance Concepts: Theory and Practice
This class will focus on the creative process of dance through the study of the physical, historical and visual resources of dance. With the aid of dance films, lecture-demonstrations and performance, this course will familiarize the student with the broad range of dance styles and vocabularies. Musical theatre dance, ballet, modern, jazz,

and Celtic dance will be taught in order to develop dance literacy.
Spring semester. 4 credits
(Cross referenced with SPCH1115)

MUSIC1116 Advanced Concepts of Dance
This course is a continuation of the creative process of dance through the study of the physical, historical and visual resources of dance. With the aid of dance films and lecture-demonstration and performance, this course will go in depth into the dance styles that were introduced in Dance Concepts Theory and Practice (MUSIC1115). Musical theater dance, ballet, modern dance, and jazz will be expanded to develop dance literacy.
Spring semester. 4 credits
Prerequisite: MUSIC1115

MUSIC4178 and 4179 Directed Study I and II
Students take part in independent and individual study in the field of their choice.
Fall and spring semester. 4 credits
Prerequisite: Permission of instructor and department chair.

MUSIC4194 Music Internship
A music internship is designed to offer the student related experience in a company or organization.
Fall and spring semester. 4 credits
Prerequisites: MUSIC1101, 1111, 4178 and permission of the department chair.

Applied Study

Students who wish to take lessons in any of the following should consult with the department chair. The College does not award academic credit for these lessons, and the student is responsible for paying any fees.

Piano

Organ

Voice

Violin

Viola

Clarinet

+Course satisfies general requirement of the College.

Philosophy

PHIL1101 + Problems of Philosophy
This course discusses fundamental problems in philosophy, problems which recur with each generation—the nature of reality, the existence of God, the nature of the self, life after death, the nature and foundations of society, right and wrong, good and evil, the meaning of life and the nature of knowledge. Major philosophers from various historical periods are discussed but the emphasis is on how answers to their questions affect the basic beliefs and world view of students.
Fall and spring semester. 4 credits

PHIL1103 + Philosophy of Religion
This course examines philosophical questions about God and religion. It will clarify the concepts of God in the great religious traditions stemming from Abraham and examine the classic arguments designed to prove that this God exists. Additional topics discussed are miracles, the possibility of life after death, the natural evils embedded in God's creation, the tension between modern science and religion, and the atheistic critiques of Nietzsche, and Freud.
Fall and spring semester. 4 credits

PHIL1109 + Contemporary Conceptions of Human Nature
This course is an introduction to a wide variety of views on how human beings understand human nature. It will consider the accounts of Confucianism, Hinduism, the Bible, the early Greeks (Plato, Aristotle, and the Stoics), Hobbes, Descartes, Kant, Marx, Nietzsche, Freud, and Skinner. The course will conclude with an overview of some contemporary issues and topics: race, gender, sociobiology, evolutionary psychology, cognitive science, and genomics.
Fall and spring semester. 4 credits

PHIL1115 + Recent Moral Issues
The nature of ethical decision making is first discussed. Skills of moral reasoning are then applied to various issues such as capital punishment, euthanasia and prolonging life, abortion, world hunger, preferential treatment and discrimination, pornography and censorship, poverty and welfare, environmental ethics, war, reproductive technology, genetic engineering, organ transplants and the legalization of drugs.
Fall and spring semester. 4 credits

PHIL1117 + Critical Thinking
The goal of this course is to improve skills of critical thinking. Students learn to define concepts accurately, to examine assumptions of their thinking, to be aware of various points of view, to reason correctly and evaluate the reasoning of others and to examine the logical consequences and interconnections of their beliefs. Students practice various techniques to improve problem-solving skills and their ability to think creatively.
Spring semester. 4 credits

PHIL2105 Ancient and Medieval Philosophy
This course surveys ancient Western philosophy, including the pre-Socratic philosophers, Socrates, Plato, Aristotle, and the Stoics. Medieval philosophers studied include Augustine, Anselm, Bonaventure, and Aquinas.
Fall semester, alternate years. 4 credits

PHIL2113 Health Care Ethics
After an overview of the various normative frameworks for making moral decisions and judgments that moral philosophies and moral theologies propose, the course will focus on intelligent decision making about the ethical issues and dilemmas that arise in the field now known as bioethics. Among the topics considered are: patient choices and informed consent, proxy decision making, advance directives, brain death, withholding life-prolonging treatments and feeding tubes, diagnostic and experimental interventions on human embryos, cloning, artificial reproductive techniques, surrogate motherhood, preimplantation and prenatal testing, treatment and destruction (abortion) of fetuses, treatment of seriously defective babies, euthanasia and physician-assisted suicide, medical research on human subjects, transplanting organs from dead and living donors, the ethical implications of genetic medicine and genomic information, and the ethical issues arising in managed care payment systems.
Fall and spring semester. 4 credits

PHIL3101 Philosophical Issues: The Mind
This is a two credit course that examines a single central philosophical issue. The issue will vary from semester to semester. Students will read selections from major historical and contemporary philosophers and leading figures in psychology and cognitive science.
Spring semester. 2 credits
Prerequisite: One philosophy general requirement course or permission of the instructor.

PHIL4178-4179 Directed Study
Fall and spring semester. 4 credits
Prerequisite: Permission of instructor.
+Course satisfies general requirement of the College.

Physics

PHYS1109 + General Physics (Calculus) I
This course is a mathematical treatment of general physics using calculus. This course provides an introduction to classical mechanics, sound and wave motion, and thermodynamics. Topics include: partial kinetics, vectors, forces, Newton's Law of Motion, momentum, energy, conservation laws, fluid mechanics, temperature, quality of heat, heat transfer, thermal properties of matter, mechanical waves, and vibrating bodies. Three hours lecture, one hour problem class, two hours laboratory.
Fall semester. 4 credits
Prerequisites: MATH1111, 1112, or permission of instructor.

PHYS1113 + General Physics (Calculus) II
This course is a mathematical treatment of general physics using calculus. This course provides an introduction to the laws of thermodynamics, electricity, magnetism, and optics. Topics include: first and second laws of thermodynamics, magnetic forces and energy, electromagnetism, D.C. circuits, reflection and refraction of light, image formation, interference, and diffraction. Three hours lecture, one hour problem class, two hours laboratory.
Spring semester. 4 credits
Prerequisites: MATH1111, 1112, or permission of instructor.

PHYS1117 + Astronomy
This course is an introduction to the origin and evolution of the universe, emphasizing the methods of acquiring astronomical information. Basic physical concepts such as atomic structure, thermodynamics, and electromagnetic radiation are presented at an elementary level. Three hours lecture, two hours laboratory.
Fall semester. 4 credits

PHYS1121 + Energy and the Environment
Students study their interaction with the environment through energy. Topics include: energy sources, population growth, pollution, local and global environment, and problems confronting technology. Three hours lecture, two hours laboratory.
Spring semester. 4 credits

PHYS2101 Intermediate Mechanics I
This course offers a systematic study of the mechanics of particles and rigid bodies based on Newton's Law of Motion and conservation laws. Four hours lecture.
Fall semester, as needed. 4 credits
Prerequisites: MATH2103, PHYS1109, 1113, with permission of department.

PHYS2102 Intermediate Mechanics II
This course is an introduction to continuum mechanics and Langrangian and Hamiltonian formulations. Four hours lecture.
Spring semester, as needed. 4 credits
Prerequisites: PHYS2101, 1109, 1113, with permission of department.

PHYS3105 Modern Physics I
This is an introduction to the atomic view of matter and to special relativity, with applications to atomic structure and spectra, radioactivity, and nuclear activity. Three hours lecture, two hours laboratory.
Fall semester, as needed. 4 credits
Prerequisites: MATH2103, PHYS1109, 1113, with permission of department.

PHYS3106 Modern Physics II
Students examine the atomic view of radiation, x-rays, development of special relativity and quantum theory with applications to the nuclear reaction, elementary particles, and solid-state physics. Three hours lecture, two hours laboratory.
Spring semester, as needed. 4 credits
Prerequisites: MATH2103, PHYS1109, 1113 with permission of the department.

PHYS4178-4179 Directed Study
This is an independent study of material not included in existing courses.
Fall and spring semester. 4 credits
Prerequisite: Permission of department.
+Course satisfies general requirement of the College.

Political Science

POLSC1201 + Introduction to American Politics and Government
This course offers an overview of the American political system. Included are examinations of the American presidency, Congress, political parties, interest groups, the courts, and the mass media. Students analyze the way in which American society attempts to realize the goals of a constitutional democracy, as well as the successes and failures of the system.
Fall semester. 4 credits

POLSC1301 + Introduction to Comparative Government and Politics
This course offers a comparative analysis of the structure and operation of selected European, African, Latin American, and Asian governments. Emphasis is placed on the structure, functions, and operations of the political systems in each country.
Spring semester, alternate years, expected spring 2003. 4 credits

POLSC1401 + Introduction to International Relations
The course introduces students to the dynamics of the interrelationships in the international arena. It examines the interactions of states and international organizations as well as sub-national actors such as guerrilla groups. The course explores the theoretical concepts used to explain the international system and applies them to international politics today in Europe, the Middle East, Asia, Africa, and Latin America.
Fall semester. 4 credits.

POLSC1501 + Political Theory and Analysis
Following a survey of traditional and modern political theory, the course focuses on the various forms of analysis and research methods.
Spring semester, alternate years, expected spring 2002. 4 credits

POLSC2203 Political Socialization
Political socialization, the "people-oriented" explanation of political events, is concerned with the knowledge, values, and beliefs of the average citizen. What do citizens demand of their government? Under what conditions are they willing to support its leaders? What is the relationship between citizens' attitudes and the way the state operates? How are political standards and beliefs transmitted from generation to generation? By what agents? These questions are addressed throughout the semester.
Expected spring 2002. 4 credits

POLSC2207 Politics and the Media
This course examines the impact the mass media has on the workings of the American political system. The course investigates the continually increasing influence of the media in terms of its interaction with political institutions, its role in campaigning, its use by politicians and office-holders, its effect upon recent trends in the political arena (e.g., its treatment of violence, riots, etc.), and possible future effects.
Spring semester, alternate years, expected spring 2003. 4 credits

POLSC2209 + Public Policy, Congress, and the Legislative Process
Understanding the basic characteristics and nature of Congress is critical to a fuller appreciation of the development of American government and politics as a whole. With this in mind, the course focuses upon what Congress is and why; the impact political parties have had upon its development and its internal workings; its relationship with the Presidency; and its impact in shaping public policy and representing public opinion.
Spring semester, alternate years, expected spring 2003. 4 credits

POLSC2211 Campaign Strategies, Political Parties, and Interest Groups in the United States
How and why do certain candidates win elections while others are failures? Is it superior ability or a more clever campaign strategy? This course will explore effective campaign techniques, the role of political parties and the increasing influence of interest groups in U.S. political campaigns.
Fall semester, presidential election years, expected fall 2004. 4 credits

POLSC2213 Political Leaders and Political Movements
The course is concerned with the style and nature of political leaders as well as their relationship to and effect on political movements. Among the leaders and movements examined are: Senator Joseph McCarthy and McCarthyism of the '50s, Martin Luther King, Stokely Carmichael, Malcolm X, Eldridge Cleaver and other leaders of the Black Movement; George Wallace and "law and order"; Richard Nixon and creation of the "silent majority"; the women's movement, and the gay rights movement.
Expected spring, 2004. 4 credits

POLSC2215 The American Presidency
This course studies the development and contemporary importance of the Presidency as an institution of national and international leadership.
Expected spring 2004. 4 credits

POLSC2221 Religion and Politics
Despite the constitutional separation of church and state, religion and politics are inextricably woven together in U.S. politics. This course, offered jointly through the Religious Studies and Political Science departments, offers an opportunity to (1) consider the historical relationship between religion and politics in Jewish and Christian history; (2) explore the origins and influence of religious ideologies within the United States; (3) examine the interaction of governmental and religious institutions; and (4) assess contemporary expressions of this interaction and the implications of such relationships for both religion and politics.
Fall semester, alternate years, expected fall 2002. 4 credits Prerequisite: RELIG1101.(Cross referenced with RELIG2137)

POLSC2223 Politics through Film
A country's popular culture offers significant and accurate insights into the political values, attitudes, and beliefs of its people at a given point in time. One form of popular culture, films, can be a powerful disseminator of political messages. This course will examine a number of different eras and political themes as they have been reflected through films in the U.S.
Offered spring 2002. 4 credits

POLSC2225 The 1960s
The decade of the 1960s represents different things to different generations. The decade was a combination of a peculiar set of events, conflicts, and emotions. To those who lived through it, it was a difficult period in time. Yet, now there is a nostalgia about it. For those who did not live through it, there is often a sense of "lost moment." This course shall explore the many events, personalities, and movements which constitute the unique period of the 1960s.
Offered spring 2003. 4 credits

POLSC2401 American Foreign Policy
This course will examine when and how the United States acts in the world arena. We will analyze the role of domestic politics, the interpretation of the national interest, and the formulation of policy. Examples of the kinds of foreign policy decisions to be explored include the U.S. intervention in Kosovo, our policy towards Cuba, military action in the Gulf War and the containment of Iraq, the contemplation of trade wars in Asia.
Expected fall 2003. 4 credits

POLSC2403 Human Issues in International Relations
Through the use of novels, films, biographies, and special studies, students examine the phenomena which play an increasing role in the world arena. These include: nationalism, terrorism, genocide, refugee movements, arms proliferation, nuclear weapons, the role of multinational institutions, international intervention, and international negotiation.
Offered fall 2001. 4 credits

POLSC2409 + The Politics of International Economic Relations
This course will explore the inter-relationships of economics and politics in the international arenas. We will therefore study the interdependence of economics, questions of economic development, the power of multinational corporations, international trade and trade agreements, oligopolies, oil, environment and arms-trade.
Expected fall 2002. 4 credits
Prerequisite: Either one economics or one political science course.

(Cross referenced with ECON2113)

POLSC2603 Problems of Law and Society
The course evaluates the current ability of legal institutions to deal with a variety of societal problems such as discrimination, child rights, the aged, drug addictions, AIDS, prisoner rights and rehabilitation, and the environment.
Offered fall 2001. 4 credits

POLSC3164 Senior Seminar and Internship in Political Science
This seminar is the senior capstone course which allows students to apply their analytical skills to practical situations. Students will both participate in an internship and meet as a seminar class. As often as possible the internship and required research project should interrelate. Each student presents his/her research in the seminar and writes a senior thesis.
Spring semester. 4 credits

POLSC3405 Strategies of War & Peace
Through this course we will explore the causes and means of war; its emphasis will be on conflict resolution. Thus we will study the evolution of various methods of war and analyze the evolving role and methods of negotiation and international institutions in preventing and ending war. The class will culminate with a month-long negotiation simulation working to resolve a contemporary conflict situation.
Expected spring 2002. 4 credits

POLSC3607 Constitutional Law
Through an examination of Supreme Court decisions, the first part of this course explores the constitutional powers of the Presidency, Congress, and the judiciary as well as the constitutional relations between states and the federal government. The second part of the course will focus on individual rights and freedoms.
Expected fall 2002. 4 credits

POLSC4178 Directed Study
Prerequisite: Permission of department chair. 4 credits
+Course satisfies general requirement of the College.
**Accepted toward Women's Studies minor.*

Psychology

PSYCH1201 + General Psychology I
This course is an introduction to psychology in which the various areas of the field are surveyed, including the nature of psychology, growth and development, motivation, emotion and adjustment, learning and thinking, perception, individuality and its appraisal, psychology and social problems, and behavioral disorders.
Fall and spring semester. 4 credits

PSYCH2103 + Relationships, Marriage, and the Family
This course considers how intimate relationships are formed, what makes a successful relationship, and how relationships fail. Topics include people's choices of different life styles, sex and love, communication and conflict. Modern data is used to consider changes in the typical family, the troubled family and abuse, racial and ethnic patterns in family life.
Spring semester. 4 credits

PSYCH2201 + General Psychology II
This course represents the second half of the exploration into the field of psychology. Students will explore areas as sensation, perception, consciousness, and social psychology. This course will build upon and enhance the knowledge and skills developed in General Psychology I.
Fall and spring semester. 4 credits

PSYCH2203 + Social Psychology
Social psychology deals with the study of people and the environmental contexts in which they live. Social psychology encompasses a broad range of topics, including such areas as conformity, attitudes, gender, attraction and love, helping and aggression, and prejudice and discrimination. Through lectures, discussions, demonstrations, and group activities, we will take a scientific approach to explore these everyday topics. We will examine classic, as well as more contemporary, research in social psychology, critically evaluate this research, and apply social psychological findings to real world situations.
Fall semester. 4 credits

PSYCH2207 Quantitative Methods in Psychology
This course is designed to introduce students to the analysis and interpretation of research data and research designs. Topics covered are descriptive statistics, probability, sampling and estimation, and hypothesis testing. This course is required of all psychology majors. It is strongly recommended that students taking this course demonstrate competence in basic mathematical skills through a satisfactory score on the mathematics placement examination or successful completion of MATH1101 or 1117.
Fall semester. 4 credits
Prerequisite: PSYCH1201, or permission of the instructor.

PSYCH2209 Physiological Bases of Behavior
This course covers current knowledge concerning the relationship between anatomy and physiology on the one hand, and behavior on the other. Although the focus is on the central nervous system, other structures having wide ramifications for behavior, such as sex differentiation and cardiac, endocrine, and gastrointestinal systems, are studied. Recommended: PSYCH1201 (all Psychology majors).
4 credits
Prerequisite: PSYCH1201.

PSYCH2303 Human Development I: Child and Adolescent Psychology
This course offers a comprehensive view of the research and theory dealing with the psychological development of the individual through

the stages of childhood and adolescence. Within these stages, the focus will be on the specifics of cognitive, emotional, physical, social and moral tasks of development. In addition to dealing with the key markers of early life stages, language development and the emergence of personality, appropriate applications from research will be made to parenting and educational situations.
Fall semester. 4 credits
Prerequisite: PSYCH1201 or permission of instructor.

PSYCH2304 Human Development II: Adulthood and Aging
This course offers a comprehensive view of the research and theory pertaining to the developmental tasks of adulthood and the later adult years. The focus is on normal adjust processes, both biological and psychological, from young adulthood, through mid-life, to the end stages of life. Topics will include biological process of aging, changes in emotional and cognitive functions, relationships, parenting, mid-life crises, life choices as to occupation and retirement, coping and adaptation.
Spring semester. 4 credits
Prerequisite: PSYCH1201 or permission of instructor.

PSYCH2403 Abnormal Psychology
This course studies mental deviation from the normal; the etiology and description of various symptom categories, including the changes brought about by D.S.M. IV; major explanatory systems, methods of diagnosis and study of abnormal mental processes, and methods of treatment and rehabilitation.
Spring semester. 4 credits
Prerequisite: PSYCH1201.

PSYCH2405 Health Psychology
This course deals with the psycho-physical bases of health and illness. It considers health enhancing and health endangering behaviors, the causes of stress, ways of dealing with stress, and the psychological preparation for stressful situations. Psychological research on coping and adaptation is applied to specific questions of pain, illness, and modern behavioral medicine.
Fall semester. 4 credits
Prerequisite: PSYCH1201.

PSYCH3101 Seminar: Psychology of Women*
The experiences of women, both as a group and as unique individuals, are an important focus of research by psychologists today. In this course, students will learn about the most current issues in the field (e.g., body image, domestic violence) and take an active role in dealing with some of them. Through lectures, discussions, group work, several objectives will be met. We will explore and discuss important issues in the field of psychology as it relates to women and gender, apply our discoveries to real world situations, and critically evaluate the research being done in the psychology of women.
4 credits
Prerequisite: PSYCH1201 or 2201 or permission of instructor recommended. Enrollment is limited to 20 students.

PSYCH3205 Experimental Psychology
This is an intensive course in experimental psychology emphasizing research methods in general, as well as investigation in specific areas. Laboratory includes advanced projects and opportunity for individual laboratory studies. Three hours lecture, three hours laboratory.
Fall and spring semesters. 4 credits
Prerequisites: PSYCH1201, 2207.
Enrollment limited to 12 students

PSYCH3209 Psychology of Learning
This course studies principles and theories of learning including respondent conditioning, operant conditioning, generalization and discrimination, human verbal learning, and information processing. It is a theoretical complement to the study of behavior modification. Classical and contemporary theories are presented.
Alternate years. 4 credits
Prerequisite: PSYCH1201.

PSYCH3211 Theories of Personality
This course presents the major features of several important personality theories, including the psychoanalytic, the humanist, and the cognitive-behavioral. Emphasis will be given to contemporary and psychodynamic theories. Case studies will be used to clarify, compare, and contrast different theoretical approaches.
Fall and spring semesters. 4 credits
Prerequisite: PSYCH1201.

PSYCH3213 Psychology of Motivation
This is a comprehensive study of classical and contemporary theoretical approaches to the motivation of human behavior. Topics considered include instinctive behavior, emotions, arousal, conflict, primary and secondary motives, social motivation, and cognitive motivation. Theoretical models presented include behavioral, cognitive, field-balance, humanistic, physiological, and psychodynamic.
Spring semester, alternate years. 4 credits
Prerequisites: PSYCH1201 and at least two other psychology courses.

PSYCH3215 History and Systems of Psychology
This is a seminar-like presentation of the evolution of psychological concepts from the 18th century to the present. Emphasis is placed on contributions from philosophy and the physical sciences in the early stages of science leading to the development of modern theoretical approaches and systems.
Fall semester, alternate years. 4 credits
Prerequisites: Two courses in psychology including PSYCH1201.

PSYCH3401 Behavioral Techniques and Therapies
The course reviews the principles of human behavior change based upon behavior therapy, social learning, and operant conditioning techniques. It includes the study of positive control, aversive control, modeling behavior, token economy systems, and extinction procedures used to produce change in human behavior. Applicable to education, social workers, counselors, and therapists.
Spring semester. 4 credits
Prerequisite: PSYCH1201.

PSYCH3405 Interviewing and Counseling Skills
This course provides students with an understanding of theoretical and practical counseling approaches to the troubled client. Specific interviewing skills will be learned through various classroom demonstrations and role-plays.
Fall semester. 4 credits
Prerequisite: PSYCH1201.

PSYCH4178 Directed Study
4 credits

PSYCH4282-4283 Senior Directed Research I - II
This course is recommended for all psychology majors who wish to qualify for distinction in psychology.
Type A: The student, with faculty direction, selects a problem area, develops a program of experimentation, and submits a proposal to the faculty for the program. If accepted, the program is carried out with faculty supervision and is described in both written and oral form at a departmental review at the end of the year. The program is experimental, involving the manipulation of variables under carefully controlled conditions or psychological testing.
Type B: The student, with faculty direction, selects a problem area, develops a program of careful observation and experience, submits a proposed detailed history of the area of interest and her advice for learning more about the area. The student, by researching the professional literature, may also place her experience within the conceptual framework of a recognized theory. If accepted, the program is carried out with faculty supervision and the results are submitted both in oral and written form at a faculty departmental review at the end of the year.
Fall and spring semester. 4 credits
Prerequisites: PSYCH1201, 2207, 3205. Credit granted upon completion of both semesters.

PSYCH4478 Senior Directed Study
This course is for students in health psychology and counseling and developmental tracks for distinction eligibility. A student, with departmental approval, may pursue research in a specialized area in psychology under the personal direction of one or more members of the department. The student's program and progress is under departmental review.
Fall and spring semester. 4 credits

PSYCH4494-4495 Internship in Psychology I - II
This course involves supervised experience in rehabilitation, clinical, or experimental settings designed for psychology majors. This course can be combined with PSYCH4282-4283. Students

must pre-register one semester in advance and assume responsibility for transportation to placement site. Credit for the internship is granted upon completion of both semesters.
Fall and spring semester. 4 credits
Prerequisites: Six courses in psychology, including PSYCH3405, and permission of instructor.

PSYCH4496 Internship in Psychology
This course is for those students who, by exception, need only one semester of internship. This course involves supervised experience in practical or clinical settings designed for psychology majors.
4 credits
Prerequisites: Six courses in psychology including PSYCH3405, and permission of instructor.
+Course satisfies general requirement of the College.
**Accepted toward Women's Studies minor.*

Religious Studies

RELIG1101 + Religion: A Search for Meaning
In this introductory course, students will use a variety of resources to (1) examine the role of religion in people's lives and in the societies in which they live; (2) search for the meaning of religion itself as well as the meaning of religious experiences, stories, languages, symbolism, and rituals; and (3) discuss topics often related to religion such as politics, morality, peace, social justice, and evil in the world.
Fall and spring semester. 4 credits

RELIG2105 + American Judaism
This course offers an introduction to Judaism and surveys the historical development of American Judaism including its roots in other continents, intellectual life and contributions, rituals, ethics, and the roles of women.
Alternate years, spring semester, expected spring 2002. 4 credits

RELIG2107 + The Reformation: Protestant Experiences
In this course, we (1) survey the historical development of the Protestant and Anglican traditions from the 16th Century to the present; (2) explore the shifts in religious thought that characterized the reformation, such as religious diversity, the role of the Bible, the sacraments, and ethics; and (3) examine some contemporary expressions of Protestant Christianity and the ways in which they exemplify or differ from their early developments.
Alternate years, expected fall 2002. 4 credits

RELIG2109 + Understanding the Bible: An Introduction to the Biblical Literature
In this course, we approach the Bible through the lens of contemporary academic biblical scholarship to (1) gain increased familiarity with the biblical texts as the faith story of diverse peoples; (2) explore the relationships between the two testaments that form the Bible; and (3) examine ways in which the Bible continues to influence communities of faith and the wider society.
Alternate years, spring semester, expected spring 2003. 4 credits

RELIG2111 + Love and Justice: An Introduction to Christian Ethics
In this approach to Christian Ethics, we (1) explore personal and social justice as the test of Christian love of God and neighbor; (2) discuss the impact on contemporary Christian ethics of biblical scholarship, of church tradition, of philosophy, and of the social and physical sciences; (3) examine, from a Christian perspective, some of the ethical issues relating to such areas as sexuality, health care, politics, economics, and the environment.
Spring semester. 4 credits

RELIG2121 + Religions in the United States: An Historical Survey
We explore questions relating to the diverse historical and contemporary religious reality of the United States. (1) who were the first believers in this country? (2) how have different religious traditions influenced U.S. social and political institutions? (3) how have these religious traditions been changed by their American experience?
Fall 2001. 4 credits

RELIG2135 + Religions of the World
Students will encounter some of the world's many religious traditions by studying their origins, writings, rituals and beliefs as well as contemporary expressions of these religions.
Fall semester. 4 credits

RELIG2137 + Religion and Politics
Despite the constitutional separation of church and state, religion and politics are inextricably woven together in U.S. politics. This course, offered jointly through the Religious Studies and Political Science departments, offers an opportunity to (1) consider the historical relationship between religion and politics in Jewish and Christian history; (2) explore the origins and influences of religious ideologies within the United States; (3) examine the interaction of governmental and religious institutions and (4) assess contemporary expressions of this interaction and the implications of such relationships for both religion and politics.
Alternate years, expected fall 2002. 4 credits
(Cross referenced with POLSC2221)

RELIG2141 + What do Catholics Say? Introduction to Catholic Theology
What does it mean to be Roman Catholic? What does the church really teach about important areas of human life? Can you be intelligent, well educated, sophisticated and Catholic? Both Catholics themselves and those who know them often ask these questions. This course is designed for those who are interested in knowing more about Catholics, Catholicism and Catholic Theology.
Fall semester. 4 credits

RELIG3129 + Powerful and Powerless: Women and Religion*
The religious and social experiences of women from around the world, including class participants, form the basis for this course. We study (1) the changing role of women in religious traditions; (2) the historical and contemporary ways in which women do or do not participate in the shaping of meaning in their religious and cultural context; and (3) the relationship between religious language and images and women's status in religious and other social institutions.
Fall and spring semester. 4 credits
Prerequisite: One previous course in religious studies, or junior or senior status, or permission of instructor.

RELIG3131 + Human Relationships: Christian Perspectives
In this course, we study diverse Christian views on human sexuality and relationships with particular attention to issues of social justice and peace, gender and sexual orientation.
Spring semester. 4 credits
Prerequisite: One previous course in religious studies, or junior or senior status, or permission of instructor.

RELIG3133 + Social Justice and Religious Traditions
In this course, we investigate the relationship of social issues with religious belief and commitment. We do this by (1) studying some past and present social teachings of some of the major religious traditions; (2) exploring how religious beliefs can translate into social visions of justice; (3) developing some tools and techniques of social and religious analysis; (4) discussing and analyzing social issues of particular concern to class participants in light of how some of today's religious communities struggle to resolve these concerns.
Fall semester, alternate years, expected fall 2002. 4 credits
Prerequisite: One previous course in religious studies, or junior or senior status, or permission of instructor.

RELIG3135 + Contemporary Issues in Roman Catholicism
This course deals with selected issues of concern in the Roman Catholic Church that arise out of the church's encounter with contemporary cultures. These issues will be examined in their historical context especially in the light of Vatican Council II's teaching. Students have the opportunity to choose a research project in an area of their own particular interest.
Spring semester. Alternate years, expected spring 2003. 4 credits
Prerequisite: One previous course in religious studies, or junior or senior status, or permission of instructor.

RELIG3137 + Spirituality and Religion: A Dialogue
In this course we will investigate some of the many ways the human search for the spiritual depth of experience has manifested itself through the centuries and today. We will bring spiritualities from Jewish and Christian traditions, past and present, into dialogue with other approaches such as Eastern, creation and New Age spiritualities. Through this dialogue students will be encouraged to reflect on and articulate their own spirituality.
Fall semester, alternate years, expected fall 2001. 4 credits
Prerequisite: One previous course in religious studies, or junior or senior status, or permission of instructor.

RELIG4178 Directed Study
Prerequisite: Permission of the instructor. 4 credits

RELIG4182 Directed Research
Prerequisite: Permission of the instructor. 4 credits
+Course satisfies general requirement of the College.
**Accepted toward Women's Studies minor.*

Sociology

SOC1101 + Introduction to Sociology: Analysis of Society in World Perspective
Human society in its global, national, and local dimensions is studied through the critical exploration of serious social issues. The political, economic, social, and cultural dimensions of organizations and small groups are analyzed for their interrelationships. The objective is to understand how social systems function, change over time, cope with problems, and define themselves. Changes in the size of populations are examined as a basic factor in social analysis.
Fall and spring semesters. 4 credits

SOC1105 + American Society
This course introduces students to the study of American society—its ideas, values, and patterns of behavior in areas such as politics, work, religion, education, race relations, social class, etc. Current issues and problems facing the society will be analyzed and the prospects for social change explored.

Fall semester. 4 credits

SOC1107 + Introduction to Anthropology
Humans have from the earliest times provided for food, clothing, and shelter in ingenious and diverse ways. This course explores the worldwide varieties or human habitats, family arrangements, work and leisure activities, leadership patterns, religion, and art. It examines how tribal peoples have been marginalized through colonialism and modernization. Major questions are addressed to assist students to learn from these realities about endangered cultures, environmental preservation, and the goals and assumptions of their own cultures.
Spring semester. 4 credits

SOC2101 Deviance and Social Control
This course seeks to develop a distinctly sociological perspective for understanding the process by which some behavior comes to be identified as problematic or deviant. It compares, analyzes, and critiques the moral, psychological, and biomedical models that have been developed to explain deviance and to treat such behavior in prisons, psychiatric hospitals, social welfare bureaucracies, and the therapeutic and counseling professions.
Fall semester. 4 credits

SOC2103 Work and Leisure
This course compares work and occupational systems in different historic periods and in a variety of cultures. Topics include composition of the labor force, unemployment, egalitarian and bureaucratic work organizations, the work ethic, the effects of technology and popular culture on leisure time, the role of work in women's lives, and the effects of information technology and the global economy on work and life across societies.
Fall semester, alternate years. Fall 2001. 4 credits

SOC2105 Race and Ethnic Relations
This course uses the theoretical perspectives of cultural psychology, social class, and social values to explain the origin and function of racial, ethnic, and religious conflicts in societies. Topics include an analysis of slavery and racism in the U.S., anti-Semitism in Europe and the U.S., social change in South Africa, religious conflict in Northern Ireland, ethnic strife in the Balkans, and other examples of group conflict.
Fall semester. 4 credits

SOC2107 + The Urban World
This team-taught course studies the emergence and role of the modern metropolis as the center of cultural, economic, political and social life worldwide. Close attention will be given among American cities to New York, Chicago and Boston; in Europe Paris and Berlin; in the developing countries Beijing and Sao Paulo, Brazil. There will be ample visual illustrations as well as readings about a variety of perceptions and experiences of city dwellers and analysts. Students explore urban issues of their choice through team research and presentations.
Fall semester, alternate years, expected fall 2002. 4 credits
(Cross referenced with HIST2109 and IDS2109)

SOC2113 Methods of Social Research
Students are introduced in this course to qualitative and quantitative methodologies for social research and their epistemological foundations. Field research, participative and non-participative observation, content analysis and experiments are described and conducted. Individual and group research projects using various methods are conducted.
Fall semester. 4 credits
Prerequisite: SOC1101 or permission of the instructor.

SOC2115 Family and Gender Roles*
This course examines historical and cultural influences on the family and on the origin and development of male and female gender roles as they develop within the family and are expressed in all areas of social life. Particular attention is paid to changes across time and those occurring in contemporary societies. The contributions of the women's movement to ways of thinking about gender and inequality are also included.
Fall semester. 4 credits

SOC2119 Age and Generations
This course seeks to understand the life course in its social context. The relationships between the generations of a society and the changing roles occupied by older members are examined from an historical and cross-cultural perspective. The demographic, political, and economic conditions that tend to marginalize the aging population in Western industrial society are analyzed. Positive, community-oriented approaches to housing, family life, and health care problems are considered.
Spring semester, alternate years expected spring 2003. 4 credits

SOC2121 Sociology of Religion
In this course students analyze religion in sociological perspective. Religious structure and function, its relationship to issues of race, social class, gender, sexuality, and generation; its systems of meaning and belonging; and its relationship to social conflict, social change, and social cohesion are examined. New religious movements, the Christian Right, the social justice agenda, and Liberation Theology are discussed.
Spring semester, alternate years, expected spring 2003. 4 credits

SOC2125 Spiritual and Social Visions for the Twenty-First Century
This course will put into sociological perspective the writings of four great spiritual figures of the 20th Century and discuss their significance for the future. In-depth analysis of the lives and thoughts of Dorothy Day, Thomas Merton, Dr. Martin Luther King, Jr. and Malcolm X will be done. Visits to sites in the Boston area which figure prominently in the lives of each of these individuals will be conducted.
Offered as needed. 4 credits

SOC2127 + Social Class and Power
What are the origins, forms and consequences of the unequal distribution of wealth and power in American society and in selected societies around the world? Social class and caste will be examined in light of the history and present state of labor, corporate, and government structures. Alternatives to the existing class division will also be explored.
Fall semester, alternate years, expected fall 2002. 4 credits

SOC2129 + Cultural Geography
Cultural geography—as distinct from physical geography (terrain, climate, etc.)—concerns the many different human uses and perceptions of space, both locally and globally. This course examines how language, religion, economic and

political practices, popular culture and ethnicity vary and change regionally. It both celebrates and critically examines human diversity in rural and urban settings, as well as in industrialized and less developed areas worldwide. There will be many visual examples and practical projects designed to teach and equip the student to teach others.
Fall semester. 4 credits
(Cross referenced with IDS2129)

SOC2131 Catholic Social Teaching
This course will provide an introduction to over 100 years of Catholic social teaching using Papal documents and documents from the U.S. Catholic Conference of Bishops primarily. Analysis of the documents and critiques of the teachings will also be used. The course will introduce students to the broad concept of social teaching as it exists in many religious traditions and will be focused on the particular teachings of the Catholic tradition. Each of the documents will be grounded in its sociological, political, economic, and religious context.
Spring semester, alternate years expected spring 2002. 4 credits

SOC3101 Theories of Society
The major thought systems contributing to 19th and 20th century analysis of complex societies are presented. The course proceeds to the study of the writings of Marx, Spencer, Durkheim, Weber, and Freud, as well as to schools of sociological theory such as functionalism, conflict, and interaction theory. Feminist theory will be examined for its relationship and reactions to classical social thought.
Spring semester. 4 credits
Prerequisite: SOC1101 or an equivalent course.

SOC3103 Advanced Research Methods in the Social Sciences
This course is designed to give students the opportunity to build and expand the capabilities they developed in the Introduction to Research Methods course of first semester. Advanced research methods will highlight both quantitative and qualitative methodologies in preparing students for graduate school and work demands which require data collection, synthesis, and analysis. Questionnaire construction, interviewing, observation and data analysis are emphasized.
Spring semester, alternate years, expected spring 2002. 4 credits
Prerequisite: SOC1101 and either SOC2113 or permission of instructor.
Fulfills upper level requirement.

SOC3105 + Social Change and Development
This course addresses the issue of social, economic, and political inequality between nations and regions with special focus on the Third World. Beginning with an analysis of the development of Western capitalist societies from agrarian to modern industrial ones, the course moves to a critical examination of the applicability of that model to newly industrializing countries of Asia, Africa, and Latin America. China and Brazil serve as case studies and students are encouraged to explore development options and policies of other countries including India, Mexico, Egypt, and South Africa.
Fall semester, alternate years. Fall 2001. 4 credits
Prerequisite: Junior or senior status or permission of the instructor.

SOC3160 Seminar in Sociology
Topics in theory and research in the major areas of sociology will be presented and discussed by students and faculty. A major paper and presentation are required of all students. Fulfills upper level requirement.
Spring semester, alternate years, expected 2003. 4 credits
Prerequisite: Restricted to upper level majors.

SOC4178 Directed Study
Students, with a faculty member, select, read, and discuss classical and contemporary sociological works. This course is open to senior sociology majors with department approval.
Fall and spring semester. 4 credits
Prerequisites: SOC1101, 2113, 3101.

SOC4182 Directed Research
This course involves individual research directed by members of the department. It is open to senior sociology majors with department approval.
Fall and spring semester. 4 credits
Prerequisites: SOC1101, 2113, 3101.

SOC4194 Internship
Students participate in a supervised experience in a social service, research, business, or educational setting, leading to the preparation of an analytic paper.
Fall and spring semester. 4 credits
Prerequisites: SOC1101, 2113, 3101, and permission of the department chair.
+Course satisfies general requirement of the College.
**Accepted toward Women's Studies minor.*

Speech

SPCH1101 Dynamics of Speech Communication
Fundamentals of interpersonal communications are studied. Students learn to employ exercises in the use of the voice and body for effective public speaking, and study the composition and delivery of formal and informal speeches. The learned skills are then applied to seminars and to interviews, as well as to social and business situations, through the use of role-play.
Fall and spring semester. 4 credits

SPCH1103 + American Musical Theater
Emphasizing music and theater equally, this course studies the origins of American musical theater from its European opera and operetta influences, through vaudeville and minstrel shows, and including the many variations of the form over the last half century. Other forms of popular music such as jazz, folk, and rock, are also studied.
Fall semester. 4 credits

SPCH1105 + Studies in Drama
Students read and analyze dramatic literature from the classical period to the modern era. The playwrights considered include Sophocles, Shakespeare, Moliere, Ibsen, O'Neill, Beckett, Marsha Norman, and August Wilson.
Spring semester, alternate years, expected fall 2001. 4 credits
Prerequisite: Must have completed or simultaneously be enrolled in ENGL1202 or 1204.
(Cross referenced with ENGL1323)

SPCH1117 Video Production Principles and Techniques
This course introduces students to the communication principles and technical skills involved in creating video and television. Topics include: videography, storyboarding, scripting, lighting, sound, graphics and editing.
Fall semester. 2 credits.

SPCH2101 Theater Arts I: Process and Technique
This course is a production-oriented study of movement, acting, and improvisation techniques. Students practice rehearsal methods, text analysis, and interpretation, and receive working knowledge of the process of directing, mounting, and producing a play.
Fall semester, alternate years, expected spring 2000. 4 credits

SPCH2103 Shakespeare from Study to Stage
The course combines the reading of four Shakespeare plays with a performance component in which students prepare scenes for class presentation. By adding a theatrical dimension to the traditional study of texts, the course translates the written word into that complexity of speech and actions that makes drama live.
Spring semester, alternate years, expected spring 2001. 4 credits
(Cross referenced with ENGL2405)

SPCH2105 Modern Drama
The course includes reading and analysis of selected plays by European, British, and American dramatists of the 20th Century, with close attention to the evolving methods and sensibilities that have come to be called modernism. Writers may include Ibsen, Shaw, Glaspell, Brecht, Beckett, O'Neill, Miller, Marsha Norman, August Wilson, and others.
Spring semester, alternate years, expected spring 2001. 4 credits
(Cross referenced with ENGL2417)

SPCH2109 Theater Arts II: Rehearsal and Scene Study
This course is an advanced study into the creative process of acting through the study of the physical and psychological resources for acting. The student will delve into voice exercises, pantomimes, improvisations and assigned scenes.

The student will also study the process of directing and will mount a one-act scene.
Spring semester. 4 credits
Prerequisite: SPCH 2101

SPCH3103 Studies in Theater Arts
This course offers individualized work in theater history, readings, and research. Individual projects by class members are required.
Offered as needed. 4 credits
Prerequisites: SPCH1101 or 1103 and permission of instructor.

SPCH3105 Advanced Dynamics of Speech Communication
This course is intended as a follow up to SPCH1101. In it, advanced techniques of interpersonal communication will be stressed, enabling the student to handle the complexities of business and social interaction. In addition to these skills, attention will be paid to improved speech writing, delivery of speeches, and audience analysis.
Spring semester, expected spring 2000. 4 credits
Prerequisite: SPCH1101 or its equivalent, to be assessed by the instructor.

SPCH4178 and 4179 Directed Study I and II
Students take part in an individual course tailored to their needs and abilities.
Offered as needed. 4 credits
Prerequisites: SPCH1101 and permission of the instructor.

SPCH4194 Performance Arts Internship
This internship is designed to offer the student related experience in a theatre company, organization or talent agency.
Prerequisite: SPCH1101, 2101, 3105, or 4178 and permission of the department chair.

Interdisciplinary Core Courses

IDS1101 + Cityscapes
This one semester, team-taught, course is required of all first-year students. Since their earliest development, cities have been both the result of and the setting for the most intensive of human challenges and achievements. They have sparked the intellects and imaginations of artists, philosophers and writers, and they have been the focus of political and economic change. Cities provide a window on the diversity of human experience, and laboratories of human diversity. In this course, a team of faculty will use the city as a focus for exploring the richness and value of the liberal arts. The course prepares students for college-level work and engages them in the college's urban setting. Common learning experiences and small discussion sections emphasize the development of reading, writing and speaking skills.
(Open to first-year students only.)
Fall semester. 4 credits

IDS2101 + Women in a Technological World*
This course addresses critical issues women face globally when they confront the development and use of technology. It is a team-taught course that draws on several disciplines, including biology and sociology, in order to help students develop skills in value discernment, data analysis, and problem-solving about technological questions. Selected areas for investigation are reproduction and genetics, global environment and waste, and computers and the Internet. The hands-on component of the course involves students serving as mentors to inner-city school girls, engaging them in lab science and computer technology.
Spring semester, expected spring 2003. 4 credits

IDS2107 + Construction of Lives: Values and Decisions*
This interdisciplinary course focuses on the experience of women as portrayed through autobiography, art, and biography. The goal of this course is to examine how women construct their lives and to provide students with some of the conceptual and analytic means (drawn from recent research) to reflect upon and compare the life experiences of women. Crucial in this enterprise is the development of a language and concepts to describe women's unique experience when often principles of male development have been cast as the universal principles of human development.
Spring semester, as needed. 4 credits

IDS2109 + The Urban World
This course studies the emergence and role of the modern metropolis as the center of cultural, economic, political and social life worldwide. Close attention will be given, among American cities, to New York, Chicago and Boston; in Europe, Paris and Berlin; in the developing countries, Beijing and Sao Paulo, Brazil. There will be ample visual illustrations as well as readings about a variety of perceptions and experiences of city dwellers and analysts. Students explore urban issues of their choice through team research and presentations
Fall semester, alternate years, expected fall 2002. 4 credits
(Cross referenced with HIST2109 and SOC2107)

IDS2113 + Basic Issues in Women's Studies*
This interdisciplinary course examines some of the issues and themes raised by the second and third waves of the women's movement and by the current scholarship on women. It examines concepts such as patriarchy, feminism, gender stereotypes, and sexism. Through the study of literature, anthropology, sociology, and feminist theory, it looks at women's creativity, self-definitions, and cultural images, taking into account variations of experience by race and class.
Fall semester, alternate years, expected fall 2001. 4 credits

IDS2129 + Cultural Geography
Cultural geography—as distinct from physical geography (terrain, climate, etc.)—concerns the many different human uses and perceptions of space, both locally and globally. This course examines how language, religion, economic and political practices, popular culture and ethnicity vary and change regionally. It both celebrates and critically examines human diversity in rural and urban settings, as well as in industrialized and less developed areas worldwide. There will be many visual examples and practical projects designed to teach and equip the student to teach others.
Fall semester, expected fall 2001. 4 credits
(Cross referenced with SOC2129)

IDS2131 + Change and the New Millenium
This course will examine (in an interdisciplinary, critical manner) four areas in which people try to forsee, describe and control the future: religion, literature, science/technology, and psychology. Individuals cannot function without thinking of the future—usually the immediate future, such as taking an umbrella to work because it might rain, but also the long-run future, such as preparing for retirement or society's need to prepare for disasters or changes in global climate. For a long period people tried to predict the future by means of rituals of magic and soothsaying. The course considers how in the past people tried to control the future and will move on to modern forecasting efforts, a billion-dollar industry. The approach of the new millenium as well as pace of modern change compels interest in the future, prompting questions about how the modern industrial economy prepares for change. Emmanuel students will need to be most adaptive in their personal futures because the rate of change is increasing.
Spring semester, as needed. 4 credits

IDS2133 + Crisis and Creativity: Artistic and Literary Responses to Historical Events
This course will examine the ways in which artists and writers of the 19th and 20th centuries have responded to pivotal events in history. Through the integrated study of art, literature, and history, students will develop an appreciation for the works of authors and artists such as Coleridge, Dostoyevsky, Maupassant, Allende, Chagall, Rivera, and Nevelson, and an understanding of the relationship of works of art and literature to their times.
Spring semester, as needed. 4 credits
+Course satisfies general requirement of the College.
**Accepted toward Women's Studies minor.*

EXP1103 Experiential Learning and Assessment
This course is designed to help adult learner students assess their learning background, correlate it with college level learning, and create a Prior Learning Portfolio. The portfolio can be submitted to the college in petition of academic

credit for this learning gained through work experience, life experience, and/or independent study. Theories of adult learning and learning styles are explored.
Fall and spring semester, summer session. 4 credits
Prerequisite: Permission of instructor.

Competency Program

ARC0101 Strategies for Academic Success
The course provides a structure for students to develop learning strategies that they can adapt to course requirements. Topics covered include goal setting, time management, textbook comprehension, note taking, and exam preparation. Students may be exempt from this seminar on the basis of scores on placement tests.
Fall and spring semester. 0 credits

INT0162 First-Year Career Planning Seminar
This program is an introduction to career planning. Students are familiarized with the role values, interests, personality, and skills play in the career decision-making process. Students will be given a take-home career assessment to begin their career decision-making process and assist in choosing a major. A four-year timeline for career success is also presented. This seminar meets during the SPRING semester and is a REQUIRED course for all first-year students.

INT0163 Sophomore Career Planning Seminar
This program is a continuation of the first-year career program. The relationship between students' individual personalities and career decision-making is examined, focusing on how experience and environment are important factors in this process. Students will complete an advanced career assessment that will further assist their decision for an academic major and begin their career-related thought processes. Emphasis is in on career development and gaining experience such as career-related part-time work as well as internship preparation. This seminar meets during the FALL semester and is REQUIRED for all sophomores.

INT0166 Junior Career Planning Seminar
This year's seminar switches focus in the SPRING semester to preparing for senior year. Topics covered are internships and their policy, preparing for graduate school exams and applications, obtaining career-related job experience, and writing a professional résumé. This program meets in the SPRING semester and is REQUIRED for all juniors.

INT0167 Job Search Skills and Planning for Seniors
Seniors are REQUIRED to participate in this fourth-year career planning event. This program is designed to assist seniors in preparation for their final academic year. A time-line will be discussed in organizing necessary steps to ensure a smooth job search, entrance into graduate school and internship experiences. Seniors register with the Internships and Career Development office at this seminar. Seniors will have an opportunity to submit their résumé to the I/CD for résumé referral services in the Spring Semester. This program meets in early September and is REQUIRED for all seniors.

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Calendar

Fall 2001

September	3	Holiday - Labor Day
September	5	Classes begin at 8:00 a.m.
October	8	Holiday - Columbus Day
November	12	Holiday - Veterans' Day
November	21	Thanksgiving recess begins at 12:30 p.m.
November	26	Classes resume at 8:00 a.m.
December	10	Term ends at 10:00 p.m.
December	11, 12	Reading Days
December	13 , 14 , 15 , 17	Final examinations

Spring 2002

January	16	Classes resume at 8:00 a.m.
January	21	Holiday - Martin Luther King Day
February	18	Holiday - Presidents' Day
March	8	Spring vacation begins at 10:00 p.m.
March	18	Classes resume at 8:00 a.m.
March	28	Easter recess begins at 4:30 p.m.
April	1	Classes resume at 8:00 a.m.
April	15	Holiday - Patriots' Day
April	30	Term ends at 10:00 p.m.
May	1	Reading Day
May	2, 3, 4, 6	Final examinations
May	11	Commencement

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Emmanuel College

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400 The Fenway
Boston, Massachusetts 02115

617.735.9715
617.735.9801 (Fax)
enroll@emmanuel.edu (e-mail)
www.emmanuel.edu (website)

Graduate and Professional Programs

Catalog 2001-2002

EMMANUEL
COLLEGE

Emmanuel College

Graduate and Professional Programs Catalog 2001-2002

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Emmanuel College is accredited by the New England Association of Schools and Colleges. The information contained in this catalog is accurate as of April 2001. Emmanuel College reserves the right, however, to make changes at its discretion affecting policies, fees, curricula, or other matters announced in this catalog. It is the policy of Emmanuel College not to discriminate on the basis of race, color, religion, national origin, gender, sexual orientation or the presence of any disability in the recruitment and employment of faculty and staff and the operation of any of its programs and activities, as specified by federal laws and regulations.

Emmanuel College

Emmanuel College educates students in a dynamic learning environment, shaped by a liberal arts and sciences curriculum that emphasizes career development. As a Catholic college, Emmanuel prepares students with the skills to succeed in tomorrow's world and the social conscience to make a difference in that world. This Emmanuel education is rooted in strong human values and continues to reflect the founding educational mission of the Sisters of Notre Dame de Namur who opened the College in 1919.

The College's mission reflects the religious and educational mission of a Catholic Church committed to human rights, social justice and world peace. As part of its religious identity, the College encourages students and faculty of all religious backgrounds to learn and teach in an environment that is shaped by an engagement with intellectual and moral issues.

By offering a variety of career-oriented programs informed by the liberal arts disciplines, the College prepares students for professional fields and develops the skills and knowledge that can be applied to diverse and changing circumstances. The link between the liberal arts and career-oriented programs at Emmanuel reflects the College's sense of responsibility to students who desire to create lives of meaning and service; to identify their changing talents and concerns; to maintain the analytical, communicative and creative skills necessary for growth; to discern worthwhile work; and to bring ethical standards and moral sensitivities to all endeavors. The College's graduate and professional programs offer the richness of the liberal arts tradition as well as career preparation and reflection on critical contemporary issues.

Located in Boston in the center of the city's educational, cultural and medical communities, Emmanuel College educates students from Boston, from across the United States, and from countries around the world. The College's urban location provides special opportunities and responsibilities. Through its presence and its programs, and as part of its educational mission, Emmanuel College serves the community from which it receives so much enrichment. The College's location in Boston provides students with superb opportunities for intellectual stimulation and growth and enables students to intern in a wide range of professional settings. Graduate and professional programs are also offered at satellite locations across eastern Massachusetts.

Founded as the first Catholic college for women in New England, Emmanuel College today is a coeducational Catholic college with a long-standing tradition of academic excellence and innovation that responds to the changing needs of students in an ever-changing world.

Policies and Procedures

Attendance Policy

Students are expected to attend class and arrive on time. Each faculty member will state on the course syllabus the relationship between class participation and course grade. Faculty members will take attendance.

In the case of a family, personal, professional or medical emergency, please notify the faculty member as soon as you are aware of the situation. He/she will help you to make arrangements to complete your work if at all possible. If you withdraw from a course before it begins, no tuition is due. However, if you withdraw from a course after the first class meeting, some or all of the tuition will be due.

Students who miss 2 or more class meetings of a 5- or 7-week course, or 3 or more of a 10-week course will not receive a passing grade. Students should contact the faculty member and then withdraw from the course.

Dropping a Course

Semester-Based Courses
In order to drop a course, students must call the Office of the Registrar at 617-735-9800/9960 prior to the first class meeting. Students will receive a 100% tuition refund. No grade is recorded on the student's transcript.

Withdrawing from a Course

Five-Week Course
In order to withdraw from a course, students must call the Office of the Registrar at 617-735-9800/9960 prior to the first class meeting. Students who withdraw after the first class, but prior to the second class, receive a 75% tuition refund. After the second class meeting, no tuition is refunded. Students who withdraw from a course receive a grade of W (withdrawn) on their transcript. Students can only withdraw from a course prior to the fourth class.

Seven-Week Course
In order to withdraw from a course, students must call the Office of the Registrar at 617-735-9800/9960 prior to the first class meeting. Students who withdraw after the first class, but prior to the second class, receive a 75% tuition refund. After the second class meeting, no tuition is refunded. Students who withdraw from a course receive a grade of W (withdrawn) on their transcript. Students can only withdraw from a course prior to the third class.

Ten-Week Course
In order to withdraw from a course, students must call the Office of the Registrar at 617-735-9800/9960 prior to the second class meeting. Students who withdraw after the second class, but prior to the third class, receive a 75% tuition refund. After the third class meeting, no tuition is refunded. Students who withdraw from a course receive a grade of W (withdrawn) on their transcript. Students can only withdraw from a course prior to the eighth class.

Semester-Based Courses
Students must complete add/drop materials with the Registrar's Office prior to the end of the add/drop period. The add period ends after the first week of classes. The drop period extends to the end of the second week of classes. Changes in courses are processed without charge during the first week; during the second week, drops are made but there is a fee of $25 for each change.

Health Insurance

Required Coverage
All full-time students are required by the Commonwealth of Massachusetts to be covered under an acceptable health insurance plan. It is assumed that all students will be covered under the student health insurance secured through Emmanuel College. All full-

time students are automatically billed for the health insurance premium.

Waiver Form
Any full-time student who is covered under another health insurance plan and does not wish to be covered under Emmanuel College's health insurance plan must submit a signed waiver form to the Business Office. The waiver form is included with the enclosed Student Health Insurance Brochure. The signed waiver must be submitted to the Business Office by the assigned date (to be announced by the Business Office). The health insurance premium will be removed from your bill only after the signed waiver is received. Any student who does not meet the deadline will be charged in full for the premium. In addition, once the premium is paid, it cannot be refunded.

Voluntary Coverage
Any student who is less than full-time (less than 12 credits) is not required to enroll in the health insurance plan. However, all students taking at least 3 credits are eligible to enroll. Please make this request in writing to the Business Office.

Dependents
Eligible students who enroll in the student health insurance plan may purchase insurance for their dependents as defined in the Health Insurance Brochure. Please see the brochure for eligibility requirements and rates.

Prerequisites

A prerequisite indicates an academic requirement which must be met prior to taking particular courses. The prerequisites are noted at the end of the course descriptions. Most upper division courses have prerequisites and cannot be taken until the student has completed the prerequisite(s).

Registration

The registration dates for the three terms are in the Academic Calendars. Registration for each term is ongoing after the initial registration date. You may register by fax, by phone or by email. Please provide the following information: name, social security or school ID number, day time phone number, course name, course number, and location. We encourage you to register for classes early in the registration period and to register by fax.

FAX Registration **617-735-9797**

Phone Registration **617-735-9800**

Email **casreg@emmanuel.edu**

Grades and Transcripts

Final grades for each session are mailed from the Office of the Registrar at Emmanuel College. Official grades are released only by the Registrar's Office and cannot be furnished by staff. You should allow at least 10 days from the close of a session for your grades to arrive in the mail.

Grades cannot be released over the telephone. You also may leave self-addressed envelopes with your instructors, who will mail unofficial grade forms following the end of the session. If you have not received your grade in a reasonable time frame, call the Registrar's Office at 617-735-9960/9800.

Transcripts are available from the Office of the Registrar by mail or in person. No telephone requests are accepted. Official and unofficial transcripts are provided at the written request of students for $5 per transcript.

Grading System

Faculty members submit final grades to the Registrar at the end of each course. Letters express the quality of the work and are correlated with grade point values as follows:

A	=	4.0
A-	=	3.67
B+	=	3.33
B	=	3.0

B-	=	2.67
C+	=	2.33
C	=	2.0
C-	=	1.67
D+	=	1.33
D	=	1.0
F	=	0
INC	=	Incomplete
IP	=	In Progress (used for 2-semester-long courses)
P	=	Pass
W	=	Withdrawal
UW	=	Unofficial Withdrawal
AU	=	Audit
NG	=	No Grade was submitted by the faculty member
X	=	Non-credit item completed

A student's grade point average or credit ratio is the ratio of quality points earned to credits carried. Grades submitted at the end of a course are considered final. Only undergraduate courses with a semester grade of 2.0 (C) or above are accepted for major courses and minor courses; grades of 1.0 (D) or above are accepted for other courses. A cumulative grade point average of 2.0 (C) is required for graduation.

In order to achieve satisfactory academic progress in an undergraduate program, a minimum grade point average of 2.0 (C) must be maintained and two-thirds of attempted credits must be completed during each academic year. Students who are not achieving satisfactory academic progress will be notified in writing by the Academic Review Board.

For graduate courses, a cumulative grade point avaerage of 3.0 (B) is required for grduation.

Credit Deficiency Removal/ Repeating Courses

Graded courses may be repeated only once. Courses may be repeated to replace an F (0), to meet college requirements, or to improve a student's grade point average. The student must repeat the same course. Another course may be substituted only with the approval of an academic advisor and the chairperson of the department. Credit will be awarded only for one of the two courses and the higher of the two grades will be calculated in the grade point average. The original grade remains on the transcript. It is the student's responsibility to submit a completed credit deficiency form from the Registrar's Office to complete the process.

Incomplete Grades

In exceptional cases, students who have been unable to complete the work of a course may petition to receive a grade of INC. Such requests will be granted only for extraordinary reasons, e.g., serious prolonged illness. A form for each INC must be signed by the faculty member and the student. The form is submitted to the Registrar's Office by the faculty member with the final grade roster.

Incomplete grades from the fall semester must be completed and submitted to the Registrar's Office by February 1.

Spring and Summer incomplete grades must be completed and submitted to the Registrar's Office by October 1.

Incomplete grades not received by the deadline automatically become an F (0).

In extraordinary circumstances, the Registrar, in consultation with the student and faculty member, may extend the INC but not beyond the final day of that semester/term. If the work is not completed by the end of the semester/term, the INC automatically becomes an F (0).

Grade Changes

Changes in any assigned grade will not be made beyond one semester after the initial awarding of the grade. A student who, after consultation with the faculty member, wishes to challenge a grade on a transcript or grade report, should follow procedures outlined in the Release of Student Information Policy available in the Registrar's Office.

Reports And Records

Students receive an official grade report at the end of each semester/session. The College must withhold copies of grade reports and transcripts of students with certain conditions, such as outstanding financial obligations and non-compliance with the Massachusetts Immunization Law.

Transcripts are provided at the written request of students or graduates at a cost of $5 per transcript. Requests are usually fulfilled within five working days.

Student Confidentiality

Emmanuel College regulates access to and release of a student's records in accordance with the provisions of the Family Educational Rights and Privacy Act of 1974 as amended (PL 93-380, Section 438, The General Education Provisions Act). The purpose of this act is to protect the privacy of students regarding:

- The release of records
- Access to records maintained by the institution

In compliance with the Family Education Rights and Privacy Act of 1974 (the Buckley Amendment), Emmanuel College has committed itself to protecting the privacy rights of its students and to maintaining the confidentiality of its records. A copy of this law is available in the Registrar's Office.

Certain personally identifiable information from a student's education record, designated by Emmanuel College as directory information, may be released without the student's prior consent. A student who so wishes has the absolute right to prevent the release of this information. In order to do so, the student must complete a form requesting nondisclosure of directory information by the end of the add/drop period. This form is available in the Registrar's Office.

Directory information includes name, home and electronic address, home and work telephone numbers, date and place of birth, program of enrollment, anticipated date of graduation, degrees and awards received, the most recent previous educational agency or institution attended, and other similar information. Some or all of this information may be published in directories such as a student directory, an electronic student directory or other campus publications.

With regard to external inquiries, the Registrar's Office will verify directory information, unless advised to the contrary by the student as indicated above. "Verify" means to affirm or deny the correctness of the information. The College will not provide corrections for inaccurate information. All non-directory information which is considered confidential will not be released to outside inquiries without the express consent of the student. However, the College will verify financial awards and release data for government agencies.

Students have the right to review their education records. A student may waive this right in special cases of confidential letters of recommendation relative to admission to any educational agency or institution, application for employment, receipt of financial aid form, or receipt of any services or benefits from such an agency or institution. A copy of the Reports and Records: Release of Student Information Policy is available in the Registrar's Office.

ID Cards

ID cards are mailed to new students during the first week of each session. The ID cards apply for the entire academic year and are mailed to students during the first session in which they are enrolled in a class. If you do not receive your ID card by the end of the second week of the session, call 617-735-9757 for assistance. Students who have the opportunity to visit the Boston campus may obtain a photo ID card at the Campus Security Office in Marian Hall which is open 24 hours a day.

Computer Literacy Requirement

All undergraduate students at Emmanuel College are required to demonstrate computer literacy within their first year as an Emmanuel student. Students may transfer credits for a computer course, may take the introduction to computer science course offered in the Business Administration program, or use a CLEP exam to meet the requirements. The course or the equivalent must be completed within the student's first year at Emmanuel College. If you have questions about this policy, please contact your advisor.

Bookstore Information

Book orders may be faxed or phoned (phone # 617-264-7697 - fax # 617-739-1476). Identify yourself as an adult student along with the course title and number. The bookstore will send the textbooks required for the course. An express mailing charge will be applied for books ordered within 10 business days of the session start. Please purchase your textbooks one session at a time, since textbooks may change or new editions may be published.

Ethical Statement

Courses in the curriculum serve as an open forum where students readily share experiences, knowledge, feelings, reactions, and opinions. This openness is an integral part of the learning process. To ensure an open exchange, confidentiality must be respected at all times both in and out of the classroom. It shall be a violation of the ethical standards applicable to all students for any student to use information shared, or comments or opinions expressed by another student during classroom discussions, in a manner which is intended to or has the possibility to humiliate, embarrass, harass, damage or to cause injury to the student in his or her personal, public or professional life. Comments about courses or about the program should reflect your own experiences, feelings and reactions.

Academic Integrity Policy

All Emmanuel students are responsible for understanding and adhering to standards of academic integrity. A copy of the Academic Integrity Policy is available in the Registrar's Office.

Policy On Commencement Participation

There are no exceptions to the policy for "walking" at commencement. Students must have completed ALL course requirements in order to participate. Adult students enter at multiple points throughout the academic year, therefore they may not necessarily complete program requirements in time for a May commencement. The flexibility in allowing multiple entry times means that students must either plan coursework so that they finish prior to the deadline for May commencement, or they must wait for the ceremony subsequent to their final coursework.

There is a fee of $100 to graduate. Any student planning to graduate must be financially clear with the Business Office. This means that the student must have a zero balance.

Transfer Credits And Non Traditional Credits

All transfer credits from other institutions are required to be submitted to the office no later than the end of the second course of the student's initial enrollment into the program. Students will not be able to register for the third course without a completed application. An enrolled student is eligible to take a maximum of two courses at other institutions with approval from their advisor. These transfer credits are subject to all other transfer credit standards. Students may not take courses at another institution during their final semester at Emmanuel.

Only transfer courses in which a grade of "C" (2.0) or better is awarded will be granted credit. Courses taken at other institutions will be recorded as transfer credits on the student's transcript. The transfer course grades will not be included in the calculation of the student's grade point average. The student is responsible for obtaining and completing the appropriate form, including the required permissions, before registering for a course at another institution. Study-Off-Campus forms are available from the student's advisor. Students receiving financial aid are responsible for ensuring that they do not lose eligibility.

All undergraduate CLEP and Dantes exams and experiential learning portfolios must be completed and results submitted to the office prior to the start of the student's last semester at Emmanuel. A student may earn a maximum of 32 credits (eight courses) through credit by examination (CLEP and Dantes) or through portfolio assessment.

Term Honors

Dean's List: In January, June and September, the Academic Dean publishes the names of undergraduate students who attained academic distinction the preceding term. Students with a grade point average of 3.5 with four graded courses (no pass/fail) and no incomplete grades at the close of the term achieve placement on the Dean's List. The records of students in designated IP (in progress) courses will be individually evaluated for honors.

Sister Marie Barry Scholars: Sister Marie Barry was the President of Emmanuel College from 1969 to 1975 and she welcomed the first group of adult students to Emmanuel College in September of 1974. Nursing and Health Care Administration students who have completed two graded courses during a term with a grade point average of 3.5 or better (no pass/fail) and no grades of incomplete are honored with the title of Sister Marie Barry Scholar.

ECAP Scholars: Business Administration students who have completed three graded courses (no pass/fail) during a term with a grade point average of 3.5 or better and no incomplete grades at the close of the term are awarded the designation of ECAP Scholar.

In order to be eligible for either of these honors, the student must be formally accepted into their program.

Residency Requirements

Center for Adult Studies undergraduate students must complete a minimum of 12 courses at Emmanuel College to receive a Bachelor's degree. The student's final semester must be completed at Emmanuel College.

International Certificate Of Eligibility

International students must carry a minimum of 12 credits per semester to maintain their Certificate of Eligibility.

Class Standing

Undergraduate class standing is determined by the number of courses completed by the beginning of the first semester of the academic year; for second-year standing, eight courses; for third-year standing, 16 courses; for fourth-year standing, 24 courses; and for graduation, 32 courses.

Academic Review Board

The Academic Review Board reviews petitions for exceptions to academic policies and monitors satisfactory academic progress of students towards degree completion. Petition forms are available or students may put the request in writing to their academic advisor.

Unsatisfactory Academic Progress

Academic Probation
If a student receives below a 2.0 in any semester, he/she will be placed on academic probation for the following semester. During this first probationary semester, the student must not receive any grades of INC.

Academic Leave/Dismissal
If the student fails to achieve satisfactory academic progress (see definition of Unsatisfactory Academic Progress in section above) at the end of this first probationary semester, the Academic Review Board will then either approve an academic plan designed to help the student achieve academic success, which may include an imposed Leave of Absence; or, dismiss the student from the College. A student under an academic plan may not receive any grades of INC, and must maintain a 2.0 grade point average during every succeeding semester or he/she will be dismissed from the College.

Financial Aid Implications

In order to continue receiving financial assistance, students must pass a minimum of 67% of courses attempted after the completion of two semesters and maintain a cumulative grade point average of 2.0 after the completion of four semesters. Private student loans may be available to students who are not maintaining satisfactory academic progress.

Leave Of Absence

A student may take a voluntary leave of absence for one semester after consultation with their Academic Advisor. During this time, a student ordinarily does not study at another college and should be in consultation with their Academic Advisor and the Financial Aid Office.

Withdrawal

Students may withdraw officially from the college at any time with the written authorization of their Academic Advisor, the appropriate Dean and student financial services. Failure to register for courses for two consecutive semesters constitutes an automatic administrative withdrawal. Mere absence from classes and examinations is not a withdrawal, nor does it reduce financial obligations. A student holding Perkins Loans (formerly National Direct Student Loans), a Massachusetts no-interest loan, or a Federal Direct Stafford Loan must complete exit coounseling upon withdrawal.

Readmission Policy

Students who have been on a leave of absence yet were previously formally accepted in the program will need one letter of recommendation in order to be readmitted into the program.

Students who have been on a leave of absence and had never been formally accepted in the program will need to submit a new application along with all other required documents.

In either case, the student does not have to pay the application fee again.

Graduation Requirements

A minimum of 128 credits is required for the undergraduate Bachelor of Arts and Bachelor of Science degrees. A cumulative grade point average of 2.0 (C) is required for graduation.

Only courses with a semester grade of 2.0 (C) or above are accepted for major/upper division courses; grades of 1.0 (D) or above are accepted for other courses.

Degree Application

A Degree Application form must be submitted to the appropriate academic advising office by September 15 for December completion and by February 15 for May completion. The commencement fee is billed during the semester of graduation. The College will not be responsible for the graduation of any student who fails to submit this form. Participation in the May commencement ceremony will be allowed upon successful completion of all academic requirements.

Graduation Rates

Public Law 101-524; the Student Right-to-Know and Campus Security Act requires all institutions of higher education receiving Title IV funds to disclose the graduation rates of full-time students who are attending college for the first time. In accordance with this law, Emmanuel College's graduation rates are available in the Registrar's Office.

Nursing Honor Society

Eligible students may apply for membership in the following honor society:

Pi Epsilon Chapter, Sigma Theta Tau International Honor Society of Nursing

Distinction in the Field of Concentration

Students who receive a grade point average of 3.5 in major courses and who successfully complete a significant senior project in NURS4169 or NURS4170, determined in consultation with the department, may graduate with distinction in the field of concentration.

Transfer Student Honors

Transfer students' qualification for honors is based on the grade point average achieved at Emmanuel College.

Support Services

Academic Advising

Integral to an Emmanuel College education is the advising program for its students. The Academic Advising Program provides a comprehensive framework where students are able to explore the curriculum and focus in on achieving their goals effectively. Students may meet regularly with their academic advisors to learn academic policies and procedures, to develop short and long-term academic plans, to discuss academic progress, to select and schedule courses and for referrals to additional resources.

The ultimate responsibility for fulfilling graduation requirements rests with the student.

Academic Computer Center

The Academic Computer Center, located in Marian Hall, and the Academic PC and Macintosh classrooms, located in the Administration Building, are presently equipped with a number of Macintosh and IBM computers to assist students and faculty in integrating computers across the curriculum. A growing software library, new technology, e-mail, and the Internet are available in both locations for all students and faculty members.

Language Laboratory

The language laboratory is designed to supplement and support classroom instruction in foreign languages. Located in the Cardinal Cushing Library, the Language Laboratory provides state-of-the-art audiovisual equipment for students to enhance their speaking and listening skills.

Internship And Career Development Office

The Internship and Career Development Office offers programs on career planning, assessment and goal setting. Workshops on resume writing, job hunting skills, the Internet job hunt and interviewing skills are just some of the services offered to students. There is also a Career Advisory Network of over 300 committed alumni who are available for networking, career advice and mentorship. Other office services include job postings, individual career counseling and career planning and programming events.

Experiential Learning Credits

Emmanuel College recognizes that many of its students have been employed and professionally active for some time. Therefore, a Bachelor's candidate may receive credit for experiences that led to college level learning. Students who are eligible for experiential learning credit may register for EXP6103 – Experiential Learning and Assessment to develop portfolios that document college level learning. This credit is applicable only to an Emmanuel degree. Students must register for this course at least two semesters before they complete degree requirements. (Please note that BSN students may not apply for Experiential Learning credits).

Students can earn college credit by taking any of the following examinations: CLEP, DANTES or PEP. Credit may be awarded through the American Council on Education for some courses taken through the military and in business/industry. Credits earned through documentation of college level learning are considered transfer credits. Details are available through the Advisors for the Center for Adult Studies.

Library Services

The Cardinal Cushing Library, open to all members of the Emmanuel College community, houses reference and circulating collections as well as numerous interdisciplinary online databases and journals. All disciplines in the College curriculum are supported by the library's 96,000+ volumes, 600+ journal sub-

scriptions, and 36 online reference database resources. The library's strongest collections are in the fields of theology, art and art therapy, literature, and women's studies. The Library staff offer Bibliographic Instruction sessions for all courses and teach a two-credit course, Library Research Method (LIB1101).

The newly renovated Library Lecture Hall provides a state-of-the-art technological center on the Emmanuel campus for lectures, courses, programs, and special events. The Library Lecture Hall encourages interactive learning, facilitates connections across disciplines and provides an unparalleled educational resource in the heart of the library.

The library's automated network, Fenway Libraries On-line (FLO), provides on-line access to Emmanuel's collections as well as to the collections of other area institutions. Emmanuel College, together with Emerson College, Wheelock College, Massachusetts College of Art, Massachusetts College of Pharmacy and Allied Health Sciences, New England Conservatory of Music, Lesley University, Wentworth Institute of Technology, and the Museum of Fine Arts form FLO. The FLO Network maintains a shared on-line catalog of the members' respective holdings, offers walk-in circulation and reference privileges, and provides interlibrary loan services for document delivery of books and journal articles.

The Cardinal Cushing Library is also a member of the 14-library Fenway Library Consortium, FLC, which grants students and faculty access to the 1.5 million volumes collectively held. The Fenway Library Consortium includes Hebrew College, Simmons College, Suffolk University, the University of Massachusetts/Boston, the Brookline Public Library, and the nine members of Fenway Libraries On-line. All 14 institutions provide open access to research collections, and most offer circulation privileges.

Campus Ministry

The Campus Ministry staff works to provide students with opportunities to develop and nurture their faith life. These include liturgies, retreats, educational programming, sacramental preparation and informal discussions. Additionally, the quest for social justice leading to social action is a deeply held conviction at Emmanuel College. Campus Ministry coordinates and sponsors many collaborative projects that encourage participation in community service.

Counseling Services

The Counseling and Health Office provides assistance to any member of the Emmanuel College community who wishes to discuss a matter of personal concern in a supportive and confidential atmosphere. Workshops and group discussion on such topics as relationships, stress, interpersonal communication, relaxation techniques and assertiveness training are offered periodically. Short-term counseling is available upon request and special interest support groups are formed on occasion.

Finances

Expenses

Tuition, fees and all other charges are payable in advance of the opening day of each semester or session. A student is considered officially registered only when all financial obligations to the College have been met or specified arrangements have been made with the Business Office for a plan of deferred payment. All deferred payment plans are subject to credit approval and review of prior payment history with the College. Deferred payment of tuition, fees and other charges will entail a fee per the Business Office.

Payment Policy

Tuition, fees, and all other college charges are payable in advance of the opening day of each session/term. Checks should be made payable to Emmanuel College and mailed to P.O. Box 847103, Boston, MA 02284-7103. Mastercard and VISA are also welcome over the phone by calling 617-735-9938 – press option 1.

A student is not eligible to attend classes or other college functions unless her/his tuition, fees and other charges have been paid in full or specific arrangements have been made with the Business Office for a plan of deferred payment. The college reserves the right to pull any registration if all financial obligations have not been met. Financial obligations remain the responsibility of the student, even when third parties are involved.

A Late Fee of $100.00 per month will be charged to all students who do not make payment or proper arrangements for payment prior to the start of class.

Business Office Contacts:

BSBA, MSM and HRM students
617-735-9735

HCA, Nursing and Education students
617-735-9928

Fax Number
617-735-9877

To make a payment
617-735-9938 (press Option 1)

Approved methods of payment in addition to checks and credit cards

Employer Voucher/Tuition Assistance Plans
Student must provide official documentation on company letterhead from his/her employer outlining their system of payment and verifying the student's eligibility. The documentation must be updated for each session/semester. (A photocopy from an employee handbook is not acceptable.)

- In a situation where the college bills the company directly for all tuition, fees and other charges and the company sends payment to the college, the student is entitled to attend classes with official clearance from the Business Office.
- If the employer makes payment upon receipt of grade and invoice showing tuition and fees due, the Business Office will provide the student with a copy of the invoice for the current session and the course schedule prior to the start of classes. The student is entitled to attend classes with official clearance from the Business Office.

With reference to the above mentioned options, any balance not paid in full by the 70th day after the first scheduled day of class will be charged a late fee of $100.00. This is in accordance with the Emmanuel College payment policy and employer voucher plan.

In the event that a company requires proof of payment and a grade for reimbursement of tuition and fees, the student must pay tuition and fees prior to the start of class. On request, the Business Office will provide the student with a copy of the paid bill for reimbursement. Students whose company's tuition assistance plan falls under this category may want to consider a deferred payment plan option offered.

Financial Aid

While the primary responsibility for meeting college expenses rests with the student, the Financial Aid Office at Emmanuel College is available to assist you in seeking additional funding.

To be eligible for financial assistance, you must:

- Be a United States citizen or permanent resident of the United States;
- Be accepted for enrollment or enrolled in a program at Emmanuel College leading to a degree or certificate; and,
- Be making satisfactory progress and be in good academic standing at Emmanuel College
- Further information on grants, scholarships, and loans is available through the Financial Aid Office (617-735-9725).

Deferred Payment Plans

Students may be eligible to defer payment of tuition and fees according to one of the following plans.

Three (3) Installment Plan
(For Accelerated Programs Only)
Students must pay one third (1/3) of the total due prior to the start of class and complete the deferred payment agreement form. Payments will be due the third and fifth week of class. Payment must be complete prior to the end of the session. There is no additional fee for instituting a deferred payment plan. A late fee of $100.00, however, will be assessed to any account not meeting the terms of the agreement.

End Of Session Payment
(For Accelerated Programs Only)
Students may pay the entire balance in the final week of class. The fee for the Deferred Payment Plan is $15.00 per session. Payment must be complete prior to the end of the session. A late fee of $100.00 will be assessed to any account not meeting the terms of the agreement. A deferred payment plan must be approved by the Business Office. Deferred payment is only available to those students in good financial standing and with acceptable prior payment history.

All graduating students must have a zero balance to participate in graduation. If you have chosen a deferred method of payment or employer voucher tuition assistance plan, you must make arrangements to pay your balance prior to graduation.

All charges are subject to change at the discretion of the college whenever it is deemed necessary. The college reserves the right to withhold all or part of its services to students whose accounts are not paid in full.

Deferred Payment Agreement
(For Semester-Based Students Only)
Emmanuel College offers students the opportunity to spread payments over a 4-month payment plan. To enroll, students must complete an Adult Learner/Graduate Deferred Payment Agreement which is available in the Business Office. This payment plan must be returned with the first month's payment plus the administrative fee to the Business Office prior to the start of class. The remaining three payments will be due on the 20th of each month thereafter. A late fee of $100 will be assessed to any account not meeting the terms of the agreement.

Center for Adult Studies

Undergraduate Programs

Bachelor of Science in Business Administration (BSBA)

Health Care Administration (HCA)

Bachelor of Science in Nursing (BSN)

Admissions

Emmanuel College believes learning is a lifelong opportunity to define personal meaning and value. The College implements this philosophy by enabling students to enroll in courses or in degree programs that meet educational needs on a timely basis. Through the Center for Adult Studies, programs, degrees and courses are offered to adults who seek to begin, continue and complete, or further their formal education. Students may study on a part-time basis or full-time basis.

See the program description for specific requirements for admission.

To qualify for the Bachelor of Science degree or the Bachelor of Arts degree, students are required to successfully complete 128 credits.

International Students

Admissions Requirements

International Students should submit the following materials to the Center for Adult Studies:

- A completed Emmanuel College application with the $40 non-refundable application fee in US dollars
- An admissions essay/writing sample (one page typed) on motivations and expectations in seeking this degree
- Two letters of recommendation (one letter from current supervisor)
- Official secondary school transcript(s)
- Official transcript(s) of post-secondary work (if applicable) including grades from the most recent semester
- Course description catalogs from each post-secondary institution attended
- Certification of Finances Form with supporting bank documentation, as the College is required by US Immigration authorities to verify the financial resources of each international student prior to issuing the Certificate of Eligibility (I-20) Form
- Proof of proficiency in English. A minimum score of 550/187 on the Test of English as a Foreign Language (TOEFL), if applicable, must be sent directly from the Educational Testing Service or the American College Testing Program. Emmanuel's reporting code number is 9606. Test scores can be requested by calling 609-771-7600. Emmanuel College may also accept completion of any of the following as proof of English proficiency:
- English Language Center program, ELS Level 109
- American Language Academy, Level 5
- CELOP, Level E
- L.I.F.E., Level 12

All documents must be accompanied by an official English translation, validated by a certified public translator.

Bachelor of Science in Business Administration (BSBA)

The Business Administration program is an accelerated degree program designed for adults. Courses are offered one night per week at several convenient locations throughout Massachusetts. The accelerated course format allows students to earn degrees in half the time of traditional semester-based courses.

Admissions Requirements

Candidates for the BSBA program should submit the following materials to the Center for Adult Studies:

- A completed Emmanuel College application with the $40 non-refundable application fee
- An admissions essay (one page typed) on motivations and expectations in seeking this degree
- Two letters of recommendation (one letter from current supervisor)
- Official secondary school transcript(s)
- Official transcript(s) of post-secondary work (if applicable)
- Students must complete a degree program within eight years of their acceptance into the program or apply for an extension.

Degree Requirements

General Studies Requirements: 8 Course Requirements

- one Speech Communication course
- one English Composition course
- one World Studies course
- one Natural Science course
- three Humanities courses selected from: Art, Foreign Language, History, Literature, Music, Philosophy, Religious Studies
- one Religious Studies course

Lower Division Business/Management Requirements: 8 Course Requirements

MGMT6101	Principles of Accounting I
MGMT6102	Principles of Accounting II
ECON6101	Microeconomics
ECON6103	Macroeconomics
MGMT6109	Introduction to Computer Science
MGMT6105	Principles of Marketing
MGMT6107	Management
MATH6117	Introduction to Statistics

Upper Division Business/Management Core Requirements: 10 Course Requirements

MGMT7105	Ethical Decision Making
MGMT7107	Human Resource Management
MGMT7109	Corporate Financial Management
MGMT7111	Management Information Systems
MGMT7113	Organizational Behavior
MGMT7115	Business Law
MGMT7117	Gender Issues in Organizations
MGMT7119	International Management
MGMT7121	Introduction to Business Research
MGMT7123	Business Policy

General Elective Requirements: six Course Requirements

Total Courses Required for Degree: 32

Residency Requirement: 12 (eight upper division courses)

Course Descriptions

The following courses are 4-credit courses.

General Studies (+) and General Elective Courses (+ denotes General Studies courses.)

ART6201 Survey of Western Art (ART) +
This course is a survey of major artistic styles from prehistory to the present. Works are studied within the context of the particular historical environment in which they were produced. Students analyze and interpret their technical, formal and expressive characteristics and assess their value as evidence of cultural attitudes.

BIOL6101 Biological Concepts of Health and Disease (HEA) +
This course analyzes the determinants of health and disease: chief among those considered are coronary and respiratory disease, infectious disease, immune disorders, genetic disease, and cancer. It provides an understanding of the biology of selected major diseases; the basis of diagnosis or treatment for some of these diseases; and teaches the basic functioning of healthy organ systems in the areas selected, in order to have an appreciation of the deficiencies and diseases.

BIOL6103 Human Nutrition (HN) +
This course provides an understanding of the roles of nutrients in body functioning, nutritional requirements of individuals and populations and the vital role of nutrition in health. Food intakes and habits are evaluated. Food safety, food processing, consumerism and current nutritional issues and controversies are discussed. Students analyze U.S. and world food concerns and malnutrition. Through learning nutrition, students understand the scientific method and how to think critically about biological issues.

ECON6105 Money, Banking and the Economy (MBE)
This course provides an overview of the history, purpose and function of money and banking focusing on how banks serve individuals, businesses and government in today's competitive environment. It examines commercial banking, the Federal Reserve System, the capital markets, and interest rates and their effect on prices, income and employment. Emphasis is on the development and implementation of monetary policy and its relationship to fiscal policy. The contemporary problems and issues in the banking industry today are also reviewed. *(Prerequisites: Macroeconomics and Microeconomics.)*

ECON6107 Economic History of the Western World (EH)
This course provides an overview of the history of the Western markets. It focuses on the development of economic systems since antiquity with a major emphasis on capitalism on its history in the 19th and 20th Centuries. It examines the significant events and social upheavals that have led to changes in the conduct of commerce, including the Industrial Revolution, the growth of unions, the role of government in the market, and the prospects for further change in the 21st Century. Emphasis is placed on understanding economics as a societal system for the production and distribution of goods and services and how that has evolved over the centuries. *(Prerequisites: Macroeconomics and Microeconomics.)*

ECON6109 Business Forecasting (FOR)
Business Forecasting provides the student with an overview of econometric modeling and its application in business forecasting. It is a laboratory approach to economics which presents methods for the quantitative testing of causal relationships in a business environment. The course focuses on the multiple regression model and its uses as a forecasting tool. The emphasis is placed upon understanding the relationship between variables and their impact upon one another, and not the mathematics behind the computations. The course will utilize computerized statistical programs for computational purposes. *(Prerequisites: Macroeconomics, Microeconomics, Statistics.)*

ECON6111 Government and the Nation's Economy (GNE)
This is an intermediate level course in macroeconomic theory. It provides the student with an in-depth look at the options facing government policy makers in influencing economic

activity. This course focuses on defining government's motives and obligations for intervention in the marketplace, its tools for implementing economic policy and the costs and benefits associated with an active national economic policy. The role government plays domestically and the performance of the macroeconomy are explored for their impact on the global economy and world trade. The course emphasizes concepts over techniques. *(Prerequisites: Macroeconomics and Microeconomics.)*

ECON6113 Managerial Economics (ME)
This is an intermediate level course in microeconomic theory. It provides the student with an in-depth look at the application of microeconomic analysis to the decision making process. This course focuses on the theory of consumer behavior and the production and cost decisions of the individual firm. Special emphasis is placed upon understanding decision making techniques under uncertainty and risk, and the influence of monopolistic elements upon the formation of executive business policy. *(Prerequisites: Macroeconomics and Microeconomics).*

ENGL6201 English Composition (ENG) +
This course presumes a reasonable competency in basic writing skills, including paragraph and sentence structure, grammar, and mechanics. The course concentrates on critical, analytical, and argumentative essays of 500 and 1000 words, as well as effective business communications of varying lengths.

ENGL6203 Writing for Professionals (WRT)
This course provides students with the opportunity to sharpen the writing and editing skills necessary for success in today's work environment. The focus is on the most common types of writing required of the business professional, including memos, letters, formal and informal reports, resumes, and cover letters. In addition to revising their own work, students will also engage in collaborative activities designed to provide practice in reviewing and offering feedback to other writers. *(Prerequisite: English Composition)*

EXP6103 Experiential Learning and Assessment (EXP)
This course is designed to help students assess their learning background, evaluate it with college level learning, and create a Prior Learning Portfolio. The Portfolio can be submitted to the college in petition of academic credit for this learning gained through work experience, life experience, and/or independent study. Theories of adult learning and learning styles are explored. *(Prerequisite: English Composition)*

HIST6113 Survey of Western Civilization (CIV) +
This course traces the evolution of modern Western civilization. Emphasis is placed on those events and institutions that have had a decisive influence on modern Western culture. Major themes include absolutism, the Enlightenment, the French Revolution, the great wars of the 20th Century, and the ideologies of the modern world.

LANG6101 Spanish for Health Care Professionals +
This course is designed for health care providers who need to communicate with Spanish-speaking patients and co-workers as part of their daily work. This is a language immersion course for students with little or no previous knowledge of Spanish.

MATH6101 College Algebra for Business Majors (ALG)
This course provides a comprehensive working knowledge of intermediate college-level algebra. Topics include algebraic operations, polynomials, equations, inequalities, functions, graphs, elementary concepts of theory of equations and sigma notation. This course prepares students for the Introduction to Statistics course.

MGMT6111 Perspectives on the Global Business Environment (GBE)
This course focuses on the dynamics of American corporations and other organizations conducting business abroad. The student will explore the implications of the business paradigm of globalism and learn first-hand how to respond to this model of international commerce. Particular emphasis on selected countries is provided through an in-country experience where topics, such as business expansion methods, the

business climate, culture and ethics, the political and legal environment, organizational structure, the status of information technology and the economic climate will be explored through readings, guest lectures, visits to business organizations and group discussions. *(Prerequisite: International Management).*

MGMT7127 Auditing (AUD)
This course will introduce students to the different types of auditing and attestation services performed in contemporary accounting practice. The course will emphasize the roles and responsibilities of outside independent auditors when conducting financial statement audits. All phases of the audit process will be covered in detail. *(Prerequisites: Accounting I, Accounting II and Business Law.)*

MGMT7129 Financial Markets (FM)
This course provides the student with an overview of financial markets, securities and institutions. The course explores the bond, mortgage and equity markets. Students are introduced to investment principles, market behavior and investment strategies. In addition, the course examines the use of alternative investment vehicles in an investment portfolio, including futures and options, floating rate securities and other more specialized derivative securities. The institutional features of the major markets and their role in facilitating the issue of new securities and their subsequent ownership transfer is examined. *(Prerequisite: Corporate Financial Management.)*

PHIL6101 Problems of Philosophy (PHI) +
This course introduces some of the fundamental problems concerning the nature of reality, knowledge, God, the individual, others and society. Students will study major philosophers of all historical periods.

PHYS6117 Astronomy (ASY) +
This course introduces the origin and evolution of the universe, emphasizing the methods of acquiring astronomical information. Basic physical concepts such as atomic structure, thermodynamics, and electromagnetic radiation are introduced.

RELIG6110 Religion: The Human Search for Meaning (HSM) +
This course is an introduction to the study of religion as a way of creating order and meaning in life and of interpreting and understanding the human experience. We will explore the significance of religious symbolism, language, and ritual, as well as sacred stories and texts, and we will discuss both the personal and communal/social nature and implications of religious faith systems. You are encouraged to bring your own "search for meaning" into dialogue with the course materials.

RELIG6111 Introduction to World Religions (IWR) +
This course is a basic introduction to the academic study of World Religions. The course will focus on beliefs, doctrines, ethics, spirituality, and ritual as they are experienced and practiced in some of the major world religious traditions. In addition, students will consider the ways in which the traditions studied both influence and are influenced by their historical and contemporary cultures and contexts.

SPCH6101 Speech Communication (SPE) +
This course provides practical training in the fundamentals of effective public and professional presentations.

Lower Division Business/ Management Courses

MGMT6107 Management (MGT)
This course provides comprehensive coverage of managerial principles through study of the fundamental functions of management; it also examines recent developments and their effect upon management and management techniques.

MGMT6101 Principles of Accounting I (AC1)
This course introduces basic accounting principles and procedures for sole proprietorships, partnerships, and corporations.

MGMT6102 Principles of Accounting II (AC2)
This course is a continuation of Accounting I with emphasis on accounting procedures unique to corporations. *(Prerequisite: Principles of Accounting I)*

ECON6103 Macroeconomics (MAC)
This course provides an introduction to the principles of economics emphasizing an analysis of the economy as a whole. Topics covered include the analysis of the Gross Domestic Product and its cyclical variability, the analysis of inflation, unemployment, and government monetary and fiscal policies designed to foster economic growth and stability.

ECON6101 Microeconomics (MIC)
This course provides an introduction to the principles of economics with an emphasis on individual economic units. Topics include supply/demand analysis and its applications, the theory of consumer behavior, production costs, price and output determination, and the efficient allocation of resources. *(Prerequisite: Macroeconomics)*

MGMT6109 Introduction to Computer Science (CS)
This course introduces students to fundamental concepts in the use of computers and practical applications of software. The course focuses on word processing using Microsoft Word, spread sheets using Excel and business graphics. The course will also introduce students to the Internet.

MGMT6105 Principles of Marketing (MKT)
Upon completion of the course, students have an understanding of marketing concepts, marketing functions, and the relationship of marketing to other business disciplines.

MATH6117 Introduction to Statistics (STA)
This course provides the background necessary to be a "competent consumer" of statistical results, variables, and sampling. Probability and analysis of results will be included. Knowledge of Algebra is needed to be successful in this course.

Upper Division Business/ Management Courses

MGMT7105 Ethical Decision Making (EDM)
The course introduces various philosophical and social/psychological decision systems that can be used to resolve ethical problems that arise in the business setting.

MGMT7107 Human Resource Management (HRM)
This course covers the nature and challenge of personnel management; the organization of a work force; creating a favorable work environment; and management/labor relations. *(Prerequisite: Management)*

MGMT7109 Corporate Financial Management (CFM)
This course studies the administrative and managerial problems of financing business including sources of fixed capital, expansion, cash management, portfolio management, distribution of earnings, and reorganizations. *(Prerequisite: Principles of Accounting I & II)*

MGMT7111 Management Information Systems (MIS)
This course provides a strategic and managerial approach to meeting the information needs of a company. Management information systems will be examined in terms of both physical and logical components. (Prerequisite: Intro to Computer Science or equivalent)

MGMT7113 Organizational Behavior (OB)
This course focuses on organizational environment and behavior concepts, human resources and system ideas, motivating employees, job satisfaction, leadership, managing change, communicational and group processes, and employee counseling. *(Prerequisite: Management)*

MGMT7115 Business Law (LAW)
This course provides an introduction to business law and the American legal system, with major emphasis on legal contracts.

MGMT7117 Gender Issues in Organizations (GEN)
This course explores gender issues in organizations, including the changing roles of men and women and the impact of the entrance of large numbers of women into the work force.

MGMT7119 International Management (INT)
This course covers the application of fundamental management concepts, functions, and processes to the strategies and structure of modern international business activities. *(Prerequisite: Management)*

MGMT7121 Introduction to Business Research (RES)
This course provides a simple and straightforward method for handling research proposals, developing data-gathering instruments, and understanding research design. *(Prerequisite: Statistics)*

MGMT7123 Business Policy (POL)
This course focuses on the formulation and administration of analytical tools for coordinating technological, financial, economic, marketing, geographic, and human constraints. This is a capstone class and should be taken at the end of the program. *(Prerequisites: Completion of all lower division and all other upper division courses. Permission of Program Director is required.)*

Health Care Administration (HCA)

The HCA program is designed to meet the needs of those currently employed in health care-related positions and to provide an educational opportunity for those interested in a career related to health care. The primary purpose of the program is to contribute to quality health care delivery by providing the theoretical and practical training of health care administrators with the flexibility necessary to practice in a variety of health care facility settings. In addition, it provides a foundation for graduate study in this field. The HCA program uses the interdisciplinary approach to develop the core curriculum for a Bachelor of Science degree.

The objectives of the program are met by the completion of the core curriculum and a part-time one semester internship designed with consideration of the student's interest.

Admissions Requirements

Candidates for the HCA program should submit the following materials to the Center for Adult Studies:

- A completed Emmanuel College application with the $40 non-refundable application fee
- An admissions essay (one page typed) on motivations and expectations in seeking this degree
- Two letters of recommendation (one letter from current supervisor)
- Official secondary school transcript(s)
- Official transcript(s) of post-secondary work (if applicable)
- A professional resume

Requirements for Departmental Major

The core curriculum illustrates the interdisciplinary nature of studies in the health care field. These core courses provide a strong foundation for the understanding of the United States health care system, health issues, basic management science and fundamental health care administration skills. The curriculum consists of content in the following areas:

Foundations of management practice, such as applied psychology, mathematics, accounting, information technology, statistics, economics, political science and business law

Foundations of health care administration, such as individual, social and environmental determinants of health and disease, public health, health service delivery systems, health care planning, financial management of health care institutions, application of organization theory to health service organizations, roles and practices of clinicians, administrative ethics and health law

Faculty supervised field experience

All students must fulfill the College computer literacy requirement. A minimum of 13 courses (52 credits) is required for the health care administration major. Courses for the major include:

ECON1101	Principles of Economics
MGMT1201	Financial Accounting
MATH1117	Introduction to Statistics
HCA3101	Contemporary Issues in Public Health
BIOL2115	Determinants of Health and Disease (for those not in health fields)

POLSC2605	Law and the Health Professions
HCA3105	Economics of Health Care
MGMT2307	Management Psychology
PHIL2113	Health Care Ethics
HCA3103	History and Planning of the US Health Care Systems
MGMT2305	Financial Management
MGMT3301	Principles of Marketing
HCA4194	Health Administration Internship
HCA3160	Health Administration Seminar

Internships

The internship experience is an integral part and the culminating experience of the HCA program. The core curriculum presents the theoretical foundations of health care administration. The practicum aspect of the program relates directly to the practice of health care administration and thereby complements the knowledge and understanding of administration gained during the student's academic education.

Course Descriptions

The following courses are 4 credit courses:

HCA3101 Contemporary Issues in Public Health

Basic to responding to the increasing health care needs in society is the ability of higher education to prepare health care administrators to deal with the evolving changes in the health care industry. Health issues, even among health care providers, can be perceived in myriad ways. The two main perspectives are the medical care model and the public health model. This course introduces the public health model of health care for and by the community.

HCA3103 U.S. History and Planning of U.S. Health Care Systems

This course studies the historical development and planning of the American health care system. Three basic topics are treated: knowledge and theory; institutions and professions; and the role of government in health planning. The issues of public and private health insurance are treated.

HCA3105 Economics of Health Care

This course uses economic analysis to examine selected issues in health care. The course will include an examination of current and proposed private and government health insurance programs in terms of access equity and efficiency, and their potential impact on the structure of health care delivery in the United States. In addition, the federal health budget, cost-benefit analysis, and an overview of management techniques for health institution administration are discussed.
Prerequisite: ECON1101 or permission of instructor.

HCA3160 Health Administration Seminar

This senior seminar course is taught by the case-study method. It gives students the opportunity to integrate knowledge gained from courses in the Health Administration Program and serves as a capstone course for the program.
Prerequisites: All health care administration major courses.

HCA4178 Health Administration Directed Study

This course involves individual research directed by members of the department.
Prerequisites: All health care administration courses; prior approval of the department.

HCA4194 Health Administration Internship

The internship experience is an integral part of the health administration curriculum. This work experience relates directly to aspects of health administration and thereby complements the knowledge and understanding of administration learned during the student's academic experience. The internship includes one classroom hour per week that serves to integrate theory and practice in health administration.
Prerequisites: All health care administration major courses.

Bachelor of Science in Nursing (BSN)

Joan M. Riley, Ed.D., R.N., Chair

Helen E. Ahearn, M.S., R.N., C.S.

M. Diane Arathuzik, D.N.Sc., R.N., C.S.

Ursula Van Ryzin, M.S., R.N.

Adjunct Faculty

Kathleen Albert, M.S.N., R.N., C.S.

Elizabeth Allen, M.S., R.N.

Geraldine Chalykoff, Ph.D., R.N., A.N.P.

R. Gino Chisari, M.S.N., R.N.

Patricia Duynstee, M.S., R.N., C.S.

Karen Mercier, M.S.N., R.N., C.S.

Karen Teeley, M.S., R.N.

The baccalaureate nursing program is designed for current registered nurses. The nursing education program provides professional education in the art and science of nursing that synthesizes the Judeo-Christian tradition and a broad liberal arts base into the practice of nursing. An Emmanuel education prepares a professional scholar who thinks critically, communicates effectively and appreciates diverse human experience. This nursing scholar uses personal and professional standards and values to serve others in a responsible ethical practice.

The following beliefs frame the educational experiences offered to registered nurses:

- The professional nurse is committed to the promotion of health and wellness for all persons.
- The recipients of health care are unique and have distinct emotional, physical, spiritual and social needs to which the professional nurse must respond.
- The nurse as caregiver uses knowledge and caring activities to effect positive outcomes for care recipients within the context of their environment.
- Assuming a leadership role in health care, he or she advocates for access to health care for all members of society, particularly vulnerable populations.
- The graduate of the Bachelor of Science in Nursing program at Emmanuel College is a caring, concerned professional who understands the health care needs of individuals and society. He or she holds a strong commitment to the profession of nursing. As a caregiver, the professional nurse assumes accountability to individuals and society and for rendering ethical professional nursing practice, achieved through life-long learning as a foundation for self-actualization of personal and professional goals.

The Nursing Program is accredited by the National League of Nursing Accrediting Commission, 350 Hudson Street, New York, NY * 800.669.1656 * www.nlnac.org. This website is a resource for information about nursing.

Admissions Requirements

Candidates for the BSN program should submit the following materials to the Center for Adult Studies:

- A completed Emmanuel College application with the $40 non-refundable application fee
- A personal goal statement (one page typed)
- Two letters of recommendation
- Official transcripts from any colleges, universities and nursing programs attended
- A personal interview

Interviews for BSN candidates are scheduled with the Chair of the program or with a designated faculty member.

Degree Requirements

Nursing Major Courses

Concepts of Professional Practice

Health Assessment

Research in Nursing Practice

Leadership and Professional Roles in Nursing

Health Promotion in Nursing Practice/Practicum

Public Health and the Professional Nurse/ Professional Nursing Roles in the Community Practicum

Senior Seminar

Elective Choices

Diversity in Health Care

Contemporary Healing Interventions

Prerequisite Courses

Introduction to Chemistry

Principles of Anatomy and Physiology I

Principles of Anatomy and Physiology II

Microbiology

Introduction to Sociology

Psychology I

Psychology II

General Studies Requirements

Writing, one course

Statistics, one course

Philosophy, one course

Religious Studies, one course

Humanities elective, four courses

All students must fulfill the College computer literacy requirement

Nursing Curriculum

The Department of Nursing faculty believe that the organizing foundational components of the baccalaureate nursing program – Beliefs, Professional Role, Knowing and Caring – are integral to the discipline and scholarship of nursing. Curriculum emphasis on these components is woven into every nursing course. The nursing courses listed below comprise the nursing major.

Individualized Curriculum

Student progress through the RN/BSN program is self-paced. Calendar time for program completion is based upon student choice of a full-time or part-time program of study and transfer credit evaluation.

Sigma Theta Tau International

Eligible students may apply for membership in Sigma Theta Tau: the International Honor Society of Nursing.

Course Descriptions

NURS3101 Concepts of Professional Practice
This course introduces the student to core concepts and theories related to professional nursing practice. The foundational components of beliefs, knowing, caring, and professional role are emphasized in order to assist the student in role transition. The student's knowledge base is expanded in values clarification, philosophy development, practice standards, critical thinking and communication as they relate to the role of caregiver. *Level II*
4 credits

NURS3103 Health Assessment
The knowledge and skills necessary for health promotion and assessment are developed using concepts of professional practice. Selected experiences are provided to help students acquire the necessary skills and instrumentation techniques necessary to enhance individual and family assessments. The resulting data is used by nurse caregivers as a basis for decision-making and intervention. *Level III*
4 credits. Prerequisite: NURS3101.

NURS3105 Research in Nursing Practice
This course is an introduction to the process of scientific inquiry and its application to nursing practice. The focus is on the identification of researchable questions derived from nursing practice, the critical examination of relevant research in the literature, and the application of research findings to professional practice. *Level III*
4 credits. Prerequisite: NURS3101.

NURS3107 Leadership and Professional Role in Nursing
This course examines the theories, concepts, and components of leadership and management. These represent a synthesis of beliefs, knowing, caring, and professional role with the elements of leadership and management. Attention is given to the complexities of professional nursing practice as influenced by changes in the delivery of health care. *Level III*
4 credits. Prerequisite: NURS3101.

NURS3111 Public Health and the Professional Nurse
This course introduces the basic concepts and theories of public health and community health as relational influences on the overall health of a community. Socioeconomic, environmental, political, cultural, and historical indicators of the health of a community are addressed. This course explores belief systems that impact the health planning of community resources. Collaborative models of care giving for clients in the community are examined. *Level IV*
4 credits. Prerequisites: NURS3101, 3103, 3105, 3107, concurrent with NURS4169.

NURS3113 Diversity in Health Care
This course focuses on the increasing diversity in health care. Theoretical bases in transcultural nursing, spirituality, and lifestyles are discussed and their impact on the provision of health care services is analyzed. The opportunity to apply theory to specific situations will be available through the use of case studies and experiential learning.
2 credits. Prerequisite: NURS3101.

NURS3115 Contemporary Healing Interventions
This course explores the use of music, art, literature, and therapeutic touch that enhance caregiving and healing response of individuals. Age old and contemporary health problems are examined in light of cost effective therapeutic interventions.
2 credits. Prerequisite: NURS3101.

NURS3117 Health Promotion in Nursing Practice
This course will examine health beliefs of individuals across the life span. Health practices imbedded in diverse cultures will be explored. Barriers to healthy behaviors are addressed through examination of health promotion and health education models. *Level IV*
4 credits. Prerequisites: NURS3101, 3103, 3105, 3107, concurrent with NURS4170.

NURS3161 Senior Seminar
This course examines major contemporary nursing and health issues. Emphasis is on the role of the professional nurse in addressing global health issues. Consideration is also given the ethical and legal perspectives in nursing practice. The seminar is designed to serve as a catalyst to professional socialization whereby the student internalizes the values, norms, and sense of identity characteristic of the professional nurse. *Level IV*
4 credits (2 credits for students entering the program before September 1998). Prerequisites: NURS3101, 3103, 3105, 3107.

NURS4169 Professional Nursing Roles in the Community Practicum
The practicum emphasizes community-based service learning as the focus for understanding professional nursing roles in the community. A broader understanding of the construct of community links students with a wide range of professional service opportunities. The student will conduct a community assessment within the context of the service learning experience. *Level IV*
4 credits. Prerequisites: NURS3101, 3103, 3105, 3107, concurrent with NURS3111.

NURS4170 Health Promotion in Nursing Practice Practicum
This practicum is offered concurrently with Health Promotion in Nursing Practice. Clinical nursing experiences facilitate the development of caring practices and therapeutic interventions that support health promotion activities within specific client populations. *Level IV*
4 credits. Prerequisites: NURS3101, 3103, 3105, 3107.

LANG6101 Spanish for Health Care Professionals
This course is designed for health care providers who need to communicate with Spanish-speaking patients and co-workers as part of their daily work. This is a language immersion course for students with little or no previous knowledge of Spanish.
4 credits

Division of Graduate Studies

Master of Arts in Human Resource Management (HRM)

Master of Arts in Teaching (MAT)

Master of Science in Education (MEd)

Master of Science in Management (MSM)

Urban Clinical Pastoral Education (CPE)

The Graduate Programs at Emmanuel College provide students with an opportunity for fostering, encouraging and supporting an attitude of inquiry. Each program seeks to develop the student's ability for creative research, critical evaluation, practicum experience and scholarship. With an emphasis on preparation for professional practice in the disciplines, the Emmanuel College Graduate Programs offer the following:

- An engaged student population with professional experience
- Distinguished faculty who are practitioners in their fields
- Programs designed to enhance students' career success

Admissions Requirements

Candidates for the Graduate Programs should submit the following materials to the Center for Adult Studies:

- A completed Emmanuel College application with the $50 non-refundable application fee
- Official transcripts of a baccalaureate degree from an accredited institution and any post-baccalaureate courses
- Two letters of recommendation reflecting the applicant's academic and professional abilities
- A statement of purpose
- Critical Analysis Essay and Leadership Statement (for MSM and HRM programs only)
- A professional resume

International Students

International students should submit the items listed above in addition to:

- Writing samples and essays as required by the program
- Certification of finances form with supporting documentation (the College is required by the United States Immigration Authorities to verify the financial resources of each international student prior to issuing the Certificate of Eligibility (I-20 Form)
- Proof of proficiency in English. A minimum score of 600/200 on the Test of English as a Foreign Language (TOEFL) is required. If applicable the results must be sent directly from the Educational Testing Service or the American College Testing Program. Emmanuel's reporting code number is 9606. Test scores can be requested by calling 609.771.7600. Emmanuel College may also accept completion of any of the following as proof of English proficiency: English Language Center program, ELS Level 109; American Language Academy, Level 5; CELOP, Level E and LIFE, Level 13.

An interview with the appropriate program director must be arranged. If distance precludes an on-campus interview, alternate arrangements may be discussed with the Graduate Programs Office. It is the candidate's responsibility to complete the application with the requested credentials.

All documents must be accompanied by an official English translation, validated by a certified public translator.

For more detailed information, students may contact:

Emmanuel College
Graduate Programs Office
400 The Fenway
Boston, MA 02115
Tel 617.735.9844 • Fax 617.735.9708
cas@emmanuel.edu

Degree Requirements

Candidates for a Master's degree must successfully complete a minimum of 36 credits. Specific credit requirements are indicated under each program section. A cumulative grade point average of B (3.0) or better is required for graduation. Emmanuel College normally allows a maximum of six years for completion of master's degree programs and four years for completion of certificate programs. Following admission, all courses applicable to an Emmanuel College degree must be taken at the College.

Modes of Enrollment

Three modes of enrollment are available for non-accelerated programs:

- Full time (nine or more credits per semester)
- Part time (fewer than nine credits a semester)
- Summer session (maximum of nine credits during the summer)

Transfer Credit Policy

Emmanuel College will accept a maximum of two courses earned at the graduate level toward a master's degree or a graduate certificate program. In order to be awarded transfer credit, prior learning must be graded B (3.0) or higher. Students must present an official transcript and course descriptions for credits to be reviewed for transfer. Credits are transferred from other academic institutions only with the approval of the program director. Exceptional cases will be dealt with on an individual basis. The applicability of transfer credits may vary in specific programs.

Program Advising

Program directors interview prospective graduate students and advise them on course selection. Advising begins with an initial interview and continues during registration periods and at any time requested by the students throughout the period of study.

Master of Arts in Human Resource Management (HRM)

The accelerated Master of Arts in Human Resources Management (HRM) program was designed specifically to address the strategic issues faced by HR professionals in today's complex organizations. Within this larger perspective, the HRM program emphasizes:

- Organizational theories of behavior, development, leadership and change
- The employee/employer relationship in terms of practices, procedures and legal aspects
- Ethical and diversity issues
- The implications of managing the HR function on an international scale

As key members of the management team, skilled practitioners have responsibility for implementing an organization's goals and objectives. At the same time, they must identify and address employee needs and concerns so that employees will have the skills and opportunities to maximize contributions to their organizations. Seasoned practitioners enable both the organization and individuals to accomplish mutually beneficial goals.

This program prepares students to function as generalists in the human resource field, to integrate academic theory and practical experience, and to play an expanded role in the constantly evolving human resource function. These goals are achieved through a mix of required courses and electives. The course of study can be tailored to meet individual educational goals and interests while providing the solid HR management skills necessary to succeed today and tomorrow in the global business environment.

Students include seasoned human resource professionals who would like to acquire professional credentials and a greater depth of knowledge in their chosen field, established professionals in other fields who want to begin a new career in human resources, and recent college graduates who wish to enter the field.

Admission Requirements

In addition to the graduate programs' admission requirements, the following are also requirements for admission:

- Work experience
- An admission interview
- Completion of the Critical Analysis essay and the Leadership statement essay

Degree Requirements

A total of 36 credit hours (12 three-credit courses) are required for the HRM degree. Eleven courses are required; one is an elective. The first two courses (Personal and Professional Leadership; Organizational Behavior) are taken in sequence. The next four courses (Organizational Development, Finance for Non-Financial Managers, Changing Economies and Ethics and Diversity in the Global Business Environment) may be taken in any order, but must be the student's third, fourth, fifth and sixth courses in the program.

The 11 required courses are:

HRM9011	Personal and Professional Leadership
HRM9013	Organizational Behavior
HRM9014	Organizational Development
HRM9015	Finance for Non-Financial Managers
HRM9022	Changing Economies

HRM9028	Ethics and Diversity in the Global Business Environment
HRM9030	Business Research Methods
HRM9031	Professional Leadership Project (should be taken as last course)
HRM9032	Labor and Employee Relations
HRM9034	Employment and Recruit ment Practices
HRM9035	Compensation and Benefits

One course is required from the elective offerings, which include:

HRM9018	Leading Effective Teams
HRM9019	Negotiation and Conflict Management
HRM9021	Managing the Training Function: Delivering Results
HRM9026	Leading in the International Organization
HRM9028	Management Information Systems
HRM9036	Strategic Management

Mode of Enrollment

The HRM program is designed in an accelerated format with courses offered in seven-week modules. Each three-credit course meets one night per week for the seven weeks. A total of six seven-week terms are offered within a calendar year. The design and structure of the HRM program allows for flexibility. Students are encouraged to develop a plan of study that best meets their needs. Taking one course during each seven-week term, a student can complete the HRM degree in 24 months.

Professional Leadership Project (HRM9031)

Students must register for HRM9031 no later than the second semester following the completion of 33 credits. For example, a student who completes all of his/her coursework, except for the final project, during the Fall 2001 semester (01/1F or 01/2F) must register for HRM9031 no later than Summer 2002 (02/2X).

In the event that a student registers for the Project and is then unable to present the project in that term, the student will be given a grade of "IP" (In Progress). The Graduate Office, in conjunction with the student and his/her advisor and reader, may then grant an extension for the amount of time needed to complete the project.

Administrative Withdrawals

Students are subject to the college policy whereby any student who has not registered for coursework for two consecutive semesters is administratively withdrawn. Students who are administratively withdrawn must reapply to the program. If you are in this situation, please contact the Associate Director for Graduate Programs at 617-735-9902 regarding your Professional Leadership Project.

Course Descriptions

The following courses are 3-credit courses:

HRM9011: Personal and Professional Leadership

Students explore issues of personality and individual style within organizations, as they begin to formulate a personal leadership philosophy. Personal change and paradigm shifts are examined and critical thinking skills are developed. Management and leadership definitions, philosophies and concepts are compared and applied to the workplace. The evolving role of the

leader is differentiated from traditional management roles while the effects of the organization's culture, processes and paradigms on leadership are explored. Leadership issues of vision, influence, empowerment and inspiration are compared to management skills and processes.

HRM9013: Organizational Behavior
Leadership, motivation, communication, decision-making, and problem-solving as well as power and empowerment are all topics included in this course. The emphasis is on the human element in the organization. Employing a systems perspective, organizational structure and work design are explored to highlight their effects on employees.
Prerequisite: HRM9011.

HRM9014: Organizational Development
Learners will explore internal and external environmental forces driving organizational change and the resisting forces that maintain the status quo. The leader's role as a collaborative change agent is examined and possible individual, group and organization-wide interventions are investigated. Concepts regarding the depth of change and culturally appropriate strategies for entry and change are evaluated. Models of change are assessed, data gathering activities are planned and executed. Change scenarios and qualitative research activities are evaluated for use within the learner's organization.
Prerequisites: HRM9011, 9013.

HRM9015: Finance for Non-Financial Managers
Designed for the non-financial manager, Students in this course will develop an understanding of the role of finance in the business organization. Topics include ratio analysis, creation of pro forma financial statements, sources of funds for financial operations, managing the cash flow process, the cost of capital and capital budgeting. In addition, the financial impacts of international operations will be explored.
Prerequisite: HRM9013.

HRM9018: Leading Effective Teams
Students will investigate the processes of developing high performance teams. Supervisory and participative leadership will be compared to team leadership with emphasis on style, versatility, trust building, facilitation, empowerment, conflict management and negotiation. The theory of transforming teams into workplace communities will be explored as a possible outcome of inter-team collaboration.
Prerequisites: HRM9014, 9015, 9022, 9024, 9028.

HRM9019: Negotiation and Conflict Management
Students will critically evaluate alternative dispute resolution (ADR) processes and procedures that help parties to a business dispute participate in a non-adversarial, collaborative search for mutually beneficial outcomes. Students will review and critically examine significant ethical, public policy and other considerations that affect an organization's use of ADR processes and their potential impact on its operations. An analytical framework and strategies to effectively examine and address several key considerations will be developed. Students will analyze the dynamics of communication and practice fundamental conflict resolution skills, including effective oral and written communication.
Prerequisites: HRM9014, 9015, 9022, 9024, 9028.

HRM9021: Managing the Training Function: Delivering Results
Training and curriculum design must respond to ongoing skill building and professional development needs of an organization while supporting the strategic mission of the organization and goals of individual departments. Strategies and tools for assessment, design development, delivery and evaluation of learner-centered workplace training will be explored and applied. Adult learning theory, group dynamics and facilitation skills will also be covered in this course.
Prerequisites: HRM9014, 9015, 9022, 9028.

HRM9022: Changing Economies
Current issues in economics and their relationship to the achievement of organizational goals will be discussed as students explore the nature of economic philosophy. The impact of economic reality on the learner's own organization will be analyzed.
Prerequisite: HRM9011, 9013.

HRM9026: Leading in the International Organization
Leadership and organizational changes associated with a shift from a domestic to a global marketplace are explored. The risks and opportunities in this vastly expanding operating sphere create a new paradigm of business practices, organizational values and leadership practices. Business plans and culturally appropriate strategies for success are investigated and formulated.
Prerequisites: HRM9014, 9015, 9022, 9028.

HRM9028: Ethics and Diversity in the Global Business Environment
Students explore issues of individuality, ethics and diversity and how these affect individuals, groups and leaders in contemporary organizations. Issues of stereotype, bias and resistance are examined from both personal and organizational viewpoints, as are the elements of understanding and appreciating diversity. Students will be exposed to ethical and legal responsibilities of the manager's job and how all employees are affected by ethics policies and plans. Interventions are formulated and implemented to champion ethics and diversity in the workplace and in the community.
Prerequisites: HRM9011, 9013.

HRM9029: Management Information Systems
This course provides students with the necessary knowledge and skills to assume leadership roles in information management, including the effective use of information for strategic planning, management control, program evaluation and outcome assessment. In addition, the course addresses oversight of information processes and evaluation of software for practitioners. This course assumes basic computer literacy. Knowledge of specific programs is not required; however, assignments will assume proficiency in word processing, spreadsheet and database applications.
Prerequisites: HRM9014, 9015, 9022, 9028.

HRM9030: Business Research Methods
Students will examine qualitative and quantitative research methods and theories typical for leading successful organizational change. Upon successful completion of the course, the student should understand and be able to design research methodologies, gain access to data, design data collection tools, collect and analyze data, formulate recommendations and develop rationales to defend the research. Upon completion of the course the student submits a formal research proposal.
Prerequisites: HRM9014, 9015, 9022, 9028.

HRM9031: Professional Leadership Project
The student leader conducts and implements their applied action research in an organization. The final document is a paper of professional calibre. In addition, the student formally presents their action research project to faculty and peers for evaluation and feedback.
Prerequisite: HRM9030

HRM9032: Labor & Employee Relations
This course focuses on the employer/employee relationship within the context of the National Labor Relations Act. Emphasis is placed on the role of unions, collective bargaining rights and agreements, arbitration, and contracts as well as such topics as antitrust laws, federal and state regulations, concerted activity, and permitted methods of employee participation in management decision making.
Prerequisites: HRM9014, 9015, 9022, 9028.

HRM9034: Employment & Recruitment Practices
This course focuses on the employment function. The emphasis will be on strategic recruiting and employee retention through employee performance management. Topics include the employment process, workforce planning, job analysis and job descriptions, creative recruiting strategies, employee coaching/counseling and the employee corrective process.
Prerequisites: HRM9014, 9015, 9022, 9028.

HRM9035: Compensation & Benefits
Theory and practice relating organizational characteristics to compensation-system strategy, design, and administration are covered. Topics include: job evaluation, pay surveys, pay structure, pay administration, as well as individual and group incentives. A comprehensive overview of employee benefit principles and concepts will be presented. The design and administration of benefits such as pension, insurance, medical, and other welfare plans as well as employer-provided benefits will be analyzed and reviewed. Additional topics include current trends, the impact of organizational characteristics on benefit strategy/design, and cost-effectiveness. Applicable state and federal regulations will be examined.
Prerequisites: HRM9014, 9015, 9022, 9028.

HRM9036: Strategic Management
Students identify strategic management areas for organizations and evaluate these in terms of changing environments. Skills are developed in strategic planning and the alignment of mission, vision, strategies, goals and objectives. These processes are examined in terms of future opportunities and ethical issues that arise from competing business decisions. The realities of strategic management and ethical leadership are examined through current applications.
Prerequisites: HRM9014, 9015, 9022, 9024, 9028, 9030.
Permission of Program Director is required.

Master of Arts in Teaching (MAT)

Sandra Perry, Ph.D., Chair

Cecilia M. DiBella, Ed.D., Coordinator of Graduate Programs

Rosemary Barton Tobin, Ph.D.

Elaine Schear, Ph.D.

Adjunct Faculty

Owen P. Conway, Ph.D.

Elizabeth N. Fielding, M.Ed.

Sister Karen Hokanson, S.N.D., Ed.D.

Anthony Polito, M.Ed.

Teacher as Change Agent

The Master of Arts in Teaching (MAT) is a 36-credit clinical program designed to meet the requirements issued by the Massachusetts Department of Education for an Initial or a Professional Teaching License on the elementary level (grades 1-6). The program also fulfills the requirements for the Initial License on the secondary level. It is a flexible, accelerated program for teachers who have a Provisional, Initial, or Temporary License. For educators who possess a Temporary License, the MAT may qualify them for either an Initial or Professional License. MAT candidates who possess an Initial License and have three years teaching experience are eligible for a Professional License with a one-year mentor experience. The program can also be structured for professionals who have an undergraduate or graduate degree outside education with no teaching experience.

The theme of the Program, Teacher as Change Agent, mirrors Emmanuel's belief that an educator's mission is to effect change in the individual lives of children in the classroom, in the school, and in society at large. To fulfill this mission the classroom teacher must possess an array of personal and professional leadership skills. The initial courses in the Program develop and strengthen these skills followed by courses that enhance the knowledge base about instructional practices. Together, the MAT courses provide the awareness, skills, and experiences needed to foster and effect change in the contemporary classroom, particularly in urban settings. The program focuses on educational change within the context of the personal, educational, organizational, and societal forces that promote or inhibit change. The MAT culminates in the completion of a Capstone Project, a multi-year field-based practicum experience in which candidates demonstrate change in their school.

The MAT is an accelerated program. Students are encouraged to remain in their cohort group. The two options for the MAT are designed to fulfill a student's individual background and needs for certification in Massachusetts:

1. MAT for Students Seeking Provisional and Initial License

2. MAT for Students Seeking Professional License

Program Design 1 is for educators who possess a Provisional License or Certificate and are working toward an Initial License on the elementary or secondary levels. A passing score on the communication and literacy skills tests and subject matter tests is required by the Massachusetts Department of Education.

Design 1 Required Courses

MSM9011	Personal and Professional Leadership
MSM9013	Organizational Behavior
MSM9018	Leading Effective Teams
EDUC5103	Action Research in Education
EDUC5202	Principles of Reading and Language Arts for Elementary Teachers
EDUC5206	Math and Science Methodology (Elementary)
EDUC5503	Ethical Issues for Educators
EDUC5510	Issues in Urban Education
EDUC5517	Inclusion in Today's Classroom
EDUC5462	Capstone Project (4)
EDUC5701	Capstone Seminar (2)
	1 elective course (Elementary)
	3 elective courses (Secondary)

Program Design 2 is for educators who possess a Provisional with Advanced Standing Certificate or Initial License on the elementary level and are working toward a Professional License. Students must complete a year-long supervised mentorship experience and must have a minimum of three years employment in the license sought.

Design 2 Required Courses

MSM9011	Personal and Professional Leadership
MSM9013	Organizational Behavior
MSM9018	Leading Effective Teams
EDUC5103	Action Research in Education
EDUC5503	Ethical Issues in Education
EDUC5510	Issues in Urban Education
EDUC5517	Inclusion in Today's Classroom
EDUC5462	Capstone Project (4)
EDUC5701	Capstone Seminar (2)
	3 elective courses

Admissions Requirements

Candidates for the MAT program should submit the following materials to the Center for Adult Studies:

- A completed Emmanuel College application with the $50 non-refundable application fee
- A personal goal statement (one page typed)
- Two letters of recommendation
- Official transcripts of a baccalaureate degree from an accredited institution and any post-baccalaureate courses

A personal interview with the Program Director or a designated faculty member is also required.

Course Descriptions

EDUC5103 Action Research in Education
This course focuses on identifying, analyzing and understanding practical realities of the research process. Emphasis is on developing the skills necessary to utilize and conduct research within the classroom setting.
3 credits

EDUC5115 Assessing Student Progress
Students examine a variety of standardized measurement and assessment instruments and diagnostic techniques with specific emphasis on test construction, appropriate selection, administration, interpretation and use of results to modify instructional strategies. Through observations, demonstrations, models, and class exercises students gain skills in constructing their own measurement instruments as well as using alternative forms of assessment such as portfolios, performance, and demonstrations. Current issues regarding state and national testing are also discussed.
3 credits

EDUC5202 Principles of Reading & Language Arts for Elementary Teachers
This course examines traditional and current methods and materials for teaching English/language arts and literacy. It explores the organization of classrooms and curriculum as well as the assessment of beginning and developmental reading with emphasis placed on multicultural instruction. School-based research activities bridge theory and practice.
3 credits

EDUC5206 Math and Science Methodology
This course examines the principles, content, best practices and instruction in contemporary mathematics and science curriculum on the elementary level. The curriculum frameworks in these subject areas are a major reference point. Instructional strategies are developed that incorporate knowledge of computer technology, manipulatives, and children's literature within these content areas. Problem solving is a primary focus of the course. Students conduct research in their classrooms and present their findings in order to demonstrate the utilization of effective teaching practices.
3 credits

EDUC5207 Curriculum Design in Elementary Schools
This course examines major theories of curriculum from an historical perspective with a particular emphasis on standards-based state and national curriculum frameworks. The primary focus is on the relationship of curriculum to intellectual development, learning styles, and cultural diversity in the classroom. Through lectures, presentations, and classroom activities students develop an understanding of political, social, and cultural factors that influence curriculum development and planning.
3 credits

EDUC5503 Ethical Issues for Educators
This course examines ethical issues educators face in the classroom and school setting. Through readings, discussions, and analysis of case studies, theories, policies, and legal materials, students will reflect upon issues such as professional and parental responsibilities, instructional design, equity and student rights, develop competencies and strategies to address them.
3 credits. Prerequisite: EDUC5510

EDUC5510 Issues in Urban Education
This course is an in-depth examination of the concept of educational equity, and the many ways in which schools promote or discourage the achievement of all students. A broad overview of issues impacting instructional practices in urban schools, as articulated in current ethnographic and quantitative research is explored. A thorough review of current demographic trends allows for critical understanding of social and educational policies.
3 credits

EDUC5517 Inclusion in Today's Classroom
This course is an overview of all aspects of education pertaining to children with special needs within the regular classroom. Students will focus on the definition and implementation of inclusion, IEPs, and accommodation plans within the context of state and federal laws including Ch.766/68; PL 94-142; IDEA and Section 504. Students examine successful inclusive instructional practices, strategies and programs in addition to the challenges of developing and implementing inclusive settings. Curriculum considerations such as gains and outcomes for students, parents, teachers, schools, and communities are also explored.
3 credits

EDUC5462 Capstone Project
The Capstone Project is a supervised, field-based experience in which students design, implement, and evaluate a project that demonstrates change agent skills and principles in a school setting. It may focus on strengthening instructional practice, curriculum, administrative procedures, or school climate. Students document their project in a professional paper suitable for publication and formally present their Project to faculty and peers for discussion and feedback.
4 credits

EDUC5790 Capstone Seminar
During the Capstone Project students have online, on-site and on-campus support including a minimum of three faculty visits.
2 credits. Prerequisites: MSM 9014; MSM 9018; MSM 9011

EDUC5701 Integrating Technology Into the Curriculum
This course will assist students to become technologically proficient using current and emergent technologies such as smart boards. The course objective is to utilize an array of technologies and applications to enhance classroom instruction, motivate learners, and connect home and school. Students will complete an electronic portfolio and develop their own webpage.
3 credits

Master of Science in Education in School Administration (MEd)

Sandra Perry, Ph.D., Chair

Cecilia M. DiBella, Ed.D., Coordinator of Graduate Programs

Rosemary Barton Tobin, Ph.D.

Elaine Schear, Ph.D.

Adjunct Faculty

Owen P. Conway, Ph.D.

Elizabeth N. Fielding, M.Ed.

Sister Karen Hokanson, S.N.D., Ed.D.

Anthony Polito, M.Ed.

The Graduate Program in Administration prepares educators for an Initial or Professional License as a School Principal on the elementary (Pre-K-6), middle (5-8) or high school level. Course offerings blend a strong theoretical base with the skills and knowledge required by practitioners in the school and community setting. Core courses reflect the Professional Standards for Administrators issued by the Massachusetts Department of Education. Field-based experiences build upon the theoretical foundation and assist students develop and enhance the leadership skills necessary to administer a sound, organized, creative, reflective and equitable teaching/learning school environment.

The program is comprised of 12 graduate courses (36 semester hours) focusing on instructional leadership, educational foundations, legal issues, fiscal and personnel management and community relations. A Practicum/Internship and Thesis are also required. Students should consult with their advisor regarding specific certification/licensing requirements based on their experience and status.

Program Design

Core Courses

EDUC5105	Current Issues in Education
EDUC5107	Leadership I: The Principal as Manager
EDUC5603	Leadership II: The Principal as Instructional Leader
EDUC5601	Budget and Fiscal Management in Schools
EDUC5605	Community Relations in Education
EDUC5607	Legal Issues in School Administration
EDUC5611	Selection, Supervision, Evaluation and Development of School Personnel
EDUC5703	Technology for the Principal
EDUC5666	Practicum/Internship
EDUC5690	Master's Thesis (6 credits)
1 Elective	

Admissions Requirements

Candidates for the MEd program should submit the following materials to the Center for Adult Studies:

- A completed Emmanuel College application with the $50 non-refundable application fee
- A personal goal statement (one page typed)
- Two letters of recommendation
- Official transcripts of a baccalaureate degree from an accredited institution and any post-baccalaureate courses

A personal interview with the Program Director or a designated faculty member is also required.

Course Descriptions

EDUC5101 Creative Choices for Children's Literature
This course is designed to enable teachers to develop criteria for selecting and evaluating appropriate books for children within a multicultural setting. Major literary genres are examined including fairy tales, fantasy, fables, realism, and poetry. The works of major writers and illustrators who have contributed to the growing treasury of children's literature are surveyed. Strategies for fostering reading both at home and at school including the art of storytelling, are developed.
3 Credits

EDUC5105 Current Issues in Education
This course examines critical issues facing teachers today with particular emphasis on their impact in the classroom. Federal and state laws, including legislative mandates, liability issues, and the rights and responsibilities of both teachers and students are discussed. Substance abuse, violence, child abuse, parental and family influences, suicide, and disease are explored. Through lectures, case studies, readings, and class discussions, students gain an understanding of the societal issues that affect both their teaching and professional development, and develop techniques for addressing these issues in the classroom and school environment.
3 Credits

EDUC5107 Leadership I: The Principal as Manager
This course examines the role and responsibilities of the elementary principal from a theoretical and practical perspective. Issues such as site based management, community relations, facilities management, communication, and supervision are addressed. Using case studies and other materials, students develop problem solving skills and techniques.
3 Credits

EDUC5178/5179 Directed Study
Qualified students research, develop, and complete individualized projects under the supervision of a faculty advisor. Offered as needed.
3 credits. Prerequisite: Approval by the Department Chair.

EDUC5211 Reading and Writing in the Upper Level Elementary Grades
This course provides a consideration of the teaching/learning process involved in achieving a mastery of literacy skills as well as the transfer of these skills as children read and write. The course offers strategies for the promotion of voluntary, independent reading (reading to learn) and writing, for assessing needs and monitoring progress. Students learn modes of evaluating current available reading materials, techniques used to critique various reading and writing programs in the upper level elementary years. The implication for choosing among different programs is also examined. The course places an emphasis upon the teaching of reading and writing in an integrated fashion.
3 credits

EDUC5213 Remedial Reading for Classroom Teachers
This course is designed to help classroom teachers develop the knowledge and skills necessary to modify reading instruction for divergent learners. The text focuses on the teacher as a decision maker; the relationship among developmental theory, diagnosis and instruction; a diagnostic model built on three components of reading (print vocabulary knowledge and comprehension) and a series of guided practice tasks. Students are involved in the processes of diagnosis and instructional planning. Case studies exemplifying common problems will be examined.
3 credits

EDUC5460 Clinical Experience Seminar
This clinical seminar provides graduate students with the content of recent research in teaching and learning style as well as the collegial support of peers in the clinical semester. In an atmosphere of cooperative professional growth, through lecture, discussion, activities, and simulations, the seminar serves as a necessary complement to the clinical experience.
3 credits. Prerequisites: All certification courses

EDUC5467 Student Teaching Practicum
Supervised teaching in elementary school classes. Provides the opportunity for experience in all aspects teaching, and for the development of a working point of view in the field of education. *Seminar participation is required.*
3 credits. Prerequisites: All certification courses.

EDUC5601 Budget and Fiscal Management in Schools
This course presents an overview of sound fiscal management in the public and non-public school setting. Sources of revenue, budget preparation, allocation of resources, fiscal responsibility, and ethical considerations are examined. Students develop practical budgeting and accounting techniques and financial assessment skills using spreadsheets. Field-based experience is required.
3 credits

EDUC5603 Leadership II: The Principal as Instructional Leader
This course examines curriculum theory, models of curriculum design, and the evaluation of curriculum for school and instructional improvement with an emphasis on the state curriculum frameworks. Major topics addressed are curriculum alignment, assessment, instructional planning, and professional development. Emphasis is on the leadership role of the principal in shaping the instructional program of the school; setting clear and measurable goals for students and teachers; and ensuring that curriculum and instruction address the needs of all students.
3 credits

EDUC5605 Community Relations in Education
This course explores the historical role of the community in the education process and examines how the school has served as the principal agent for preserving and transmitting the values, ideology, technical knowledge, and skills of the community. This course focuses on understanding the process of community-school change and identifying those elements that help to achieve equitable working relationships between the school and the community such as the process or school-community team building, developing consensus for decision-making, group identification, and group problem solving.
3 credits

EDUC5607 Legal Issues in School Administration
An overview of the constitutional and statutory provisions as a basis for school law is studied and discussed as well as an analysis of salient court decisions affecting the schools. Current legal concepts and practices that concern the rights, liabilities, and responsibilities of all personnel employed by the school system are explored. Opportunities are provided for participants to review the legal ramifications of their local school's policies and official documents.
3 credits

EDUC5611 Selection, Supervision, Evaluation and Development of School Personnel
This course encompasses the many facets of the principal's role in personnel management within the school. It includes the recruitment and selection of professional and non-professional staff; professional development; techniques for supervision and evaluation, mentoring new teachers, and collective bargaining. Pertinent state and federal laws and regulations are examined. Case studies and simulations offer practical strategies for addressing personnel issues. Field-based experience is required.
3 credits

EDUC5666 Practicum/Internship: School Administration (Part-Time)
This practicum/internship experience is scheduled for advanced graduate students within the Master of Education in school administration program. An on-site practical school administration experience is provided as well as related seminar sessions. The experience is reserved for students who are able to assume administrative responsibilities on a part-time basis. Seminar sessions provide a support system for participants and are devoted to problem-solving and discussing current issues and concerns in school administration.
3 credits

EDUC5690 Master Thesis
Open to master of education degree candidates. A thesis is completed under the supervision of an appointed advisor. The thesis is judged for its suitability as partial fulfillment of the requirements for a Master of Education degree by the appointed advisor in consultation with department members. All topics must be approved by the Education Department faculty. All candidates must defend their thesis when completed according to Education Department policies
6 credits

MSM9030 Research Methods
Students who require more extensive qualitative and quantitative research experience for their Master's Thesis may cross-register for this course.
3 credits

EDUC5703 Technology for the Principal
This course focuses on understanding and using technology as a management and leadership tool. Students will develop skills designing and utilizing multi-media presentations and spreadsheets and other pertinent applications. Topics such as the role of the principal in promoting technology integration, ethical issues such as privacy and Internet use will also be addressed.
3 credits

Master of Science in Management (MSM)

The Master of Science in Management (MSM) degree is an intensive, integrated learning experience designed to provide preparation for effective leadership in a rapidly changing marketplace. The program provides participants with opportunities to think critically, create vision based on ethical values, discern the future, take risks, become global leaders, and make a difference by instituting changes within an organization.

This accelerated degree program places an emphasis on leadership and is a contemporary course of study for managers who recognize that specific management skills alone are insufficient preparation for facilitating constructive business changes. It is designed for individuals who want to cultivate their leadership skills and make a profound difference — institute change — within an organization. It provides managers with management and leadership skills for organizations in a rapidly changing and global marketplace.

A typical student of the MSM degree is someone who has a proven expertise in specific areas of management and desires to grow into broader managerial/leadership roles. Rather than offering traditional courses of study for people who wish to develop technical or functional expertise, the degree focuses on qualitative issues of leadership, enabling students to become life-long learners with an understanding of:

Strategic Leadership

Management & Leadership Processes

Communications: Oral & Written

Futuristic Leadership

Organizational Development

Cultural & Strategic Change

Ethics

Cultural Diversity

Management of Effective Teams

Global Economies

Risk-Taking & Leadership

Admission Requirements

In addition to the general admission requirements, the following are also requirements for admission:

- Work experience
- An admission interview
- Completion of the Critical Analysis essay and the Leadership Statement essay

Degree Requirements

A total of 36 credit hours (12 three-credit courses) are required for the MSM degree. Ten courses are required; two are electives. The first two courses (MSM9011 and 9031) are taken in sequence. The next four courses (MSM9014, 9015, 9022, and 9028) may be taken in any order, but must be the student's third, fourth, fifth and sixth courses in the program. MSM9034 is designed to be a capstone course and should be one of the last courses before graduation.

The 10 required courses are:

MSM9011	Personal and Professional Leadership
MSM9014	Organizational Development
MSM9015	Finance for Non-Financial Managers
MSM9022	Changing Economies
MSM9024	Leadership for the Future
MSM9028	Ethics and Diversity in the Global Business Environment

MSM9030	Business Research Methods
MSM9031	Organizational Behavior
MSM9032	Professional Leadership Project (should be taken as last course)
MSM9034	Strategic Management

Two courses are required from the elective offerings, which include:

MSM9018	Leading Effective Teams
MSM9019	Negotiation and Conflict Management
MSM9020	Quality Management in the 21st Century Economy
MSM9026	Leading in the International Organization
MSM9029	Management Information Systems

Mode of Enrollment

The MSM Program is designed in an accelerated format with courses offered in seven-week modules. Each three-credit course meets one night per week for the seven weeks. A total of six seven-week terms are offered within a calendar year. The design and structure of the MSM Program allows for flexibility. Students are encouraged to develop a plan of study that best meets their needs. Taking one course during each seven-week term, a student can complete the MSM degree in 24 months.

Professional Leadership Project (MSM9032)

Students must register for MSM9032 no later than the second semester following the completion of 33 credits. For example, a student who completes all of his/her coursework, except for the final project, during the Fall 2001 semester (01/1F or 01/2F) must register for MSM9032 no later than Summer 2002 (02/2X).

In the event that a student registers for the Project and is then unable to present the project in that term, the student will be given a grade of "IP" (In Progress). The Graduate Office, in conjunction with the student and his/her advisor and reader, may then grant an extension for the amount of time needed to complete the project.

Administrative Withdrawals

Students are subject to the college policy whereby any student who has not registered for coursework for two consecutive semesters is administratively withdrawn. Students who are administratively withdrawn must reapply to the program. If you are in this situation, please contact the Associate Director for Graduate Programs at 617-735-9902 regarding your Professional Leadership Project.

Course Descriptions

The following courses are 3-credit courses:

MSM9011 Personal & Professional Leadership
Students explore issues of personality and individual style within organizations, as they begin to formulate a personal leadership philosophy. Personal change and paradigm shifts are examined and critical thinking skills are developed. Management and leadership definitions, philosophies and concepts are compared and applied to the workplace. The evolving role of the leader is differentiated from traditional management roles while the effects of the organization's culture, processes and paradigms on leadership are explored. Leadership issues of vision, influence, empowerment and inspiration are compared to management skills and processes.

MSM9014 Organizational Development
Students will explore internal and external environmental forces driving organizational change and the resisting forces that maintain the status quo. The leader's role as a collaborative change agent are examined and possible individual, group and organization-wide interventions are investigated. Concepts regarding the depth of change and culturally appropriate strategies for entry and change are evaluated. Models of

change are assessed, data-gathering activities are planned and executed. Change scenarios and qualitative research activities are evaluated for use within the student's organization to prepare for MSM9032 - the Professional Leadership Project.
Prerequisites: MSM9011, 9031.

MSM9015 Finance for Non-Financial Managers
Designed for the non-financial manager, students in this course will develop an understanding of the role of finance in the business organization. Topics include ratio analysis, creation of pro forma financial statements, sources of funds for financial operations, managing the cash flow process, the cost of capital and capital budgeting. In addition, the financial impacts of international operations will be explored.
Prerequisites: MSM9011, 9031

MSM9018 Leading Effective Teams
Students will investigate the processes of developing high performance teams. Supervisory and participative leadership will be compared to team leadership with emphasis on style, versatility, trust building, facilitation, empowerment, conflict management and negotiation. The theory of transforming teams into workplace communities will be explored as a possible outcome of inter-team collaboration.
Prerequisites: MSM9014, 9015, 9022, 9028.

MSM9019 Negotiation and Conflict Management
Students will critically evaluate alternative dispute resolution (ADR) processes and procedures that help parties to a business dispute participate in a non-adversarial, collaborative search for mutually beneficial outcomes. Students will review and critically examine significant ethical, public policy, and other considerations that affect an organization's use of ADR processes and their potential impact on its operations. An analytical framework and strategies to effectively examine and address several key considerations will be developed. Students will analyze the dynamics of communication and practice fundamental conflict resolution skills, including effective oral and written communication
Prerequisites: MSM9014, 9015, 9022, 9028.

MSM9020 Quality Management in the 21st Century Economy
Students will explore internationally recognized quality improvement (TQM) and quality assurance (QAS) philosophies which are adapted by organizations worldwide to successfully compete and win, through manufacturing and service, in the global race for profitable growth.
Prerequisites: MSM9014, 9015, 9022, 9028.

MSM9022 Changing Economies
Current issues in economics and their relationship to the achievement of organizational goals will be discussed as students explore the nature of economic philosophy. The impact of economic reality on the learner's own organization will be analyzed.
Prerequisites: MSM9011, 9031.

MSM9024 Leadership for the Future
Students identify trends and future scenarios, drawing from systems thinking and a global perspective. Probable future strategic issues for specific organizations and market segments are prioritized. Scenario building skills are developed through issue identification, describing probable implications and formulating strategic recommendations. Through theory and practice, students explore the leadership issues necessary to enhance their organization's future.
Prerequisites: MSM9014, 9015, 9022, 9028.

MSM9026 Leading in the International Organization
Leadership and organizational changes associated with a shift from a domestic to a global marketplace are explored. The risks and opportunities in this vastly expanding operating sphere create a new paradigm of business practices, organizational values and leadership practices. Business plans and culturally appropriate strategies for success are investigated and formulated.
Prerequisites: MSM9014, 9015, 9022, 9028.

MSM9028 Ethics and Diversity in the Global Business Environment
Students explore issues of individuality, ethics and diversity and how these affect individuals, groups and leaders in contemporary organizations. Issues of stereotype, bias and resistance are examined from both personal and organizational viewpoints, as are the elements of understanding and appreciating diversity. Students will be exposed to ethical and legal responsibilities of the manager's job and how all employees are affected by ethics policies and plans. Interventions are formulated and implemented to champion ethics and diversity in the workplace and in the community.
Prerequisite: MSM9011, 9031.

MSM9029 Management Information Systems
This course provides students with the necessary knowledge and skills to assume leadership roles in information management, including the effective use of information for strategic planning, management control, program evaluation and outcome assessment. In addition, the course addresses oversight of information processes and evaluation of software for practitioners. This course assumes basic computer literacy. Knowledge of specific programs is not required; however, assignments will assume proficiency in word processing, spreadsheet and database applications.
Prerequisites: MSM9014, 9015, 9022, 9028.

MSM9030 Business Research Methods
Students will examine qualitative and quantitative research methods and theories typical for leading successful organizational change. Upon successful completion of the course, the student should understand and be able to design research methodologies, gain access to data, design data collection tools, collect and analyze data, formulate recommendations and develop rationales to defend the research. Upon completion of the course the student submits a research proposal for the applied action research project.
Prerequisites: MSM9014, 9015, 9022, 9028.

MSM9031 Organizational Behavior
Leadership, motivation, communication, decision-making, and problem-solving as well as power and empowerment are all topics included in this course. The emphasis is on the human element in the organization. Employing a systems perspective, organizational structure and work design are explored to highlight their effects on employees.
Prerequisites: MSM9011.

MSM9032 Professional Leadership Project
The student leader conducts and implements their applied action research in an organization. The final document is a paper of professional calibre. In addition, the student formally presents his/her action research project to faculty and peers for evaluation and feedback.
Prerequisite: MSM9030

MSM9034 Strategic Management
Students identify strategic management areas for organizations and evaluate these in terms of changing environments. Skills are developed in strategic planning and the alignment of mission, vision, strategies, goals and objectives. These processes are examined in terms of future opportunities and ethical issues that arise from competing business decisions. The realities of strategic management and ethical leadership are examined through current applications.
Prerequisites: MSM9014, 9015, 9022, 9024, 9028, 9030. Permission of Program Director is required.

Urban Clinical Pastoral Education (CPE)

Kathleen Gallivan, SND, Program Director

The Urban Ministry CPE program is accredited by the Association for Clinical Pastoral Education (ACPE) and offers Level I, Level II and Supervisory CPE. This is not a degree program. Participants who complete a unit of CPE qualify for advancement in both the ACPE and the National Association of Catholic Chaplains (NACC).

This program is designed for those preparing for careers in church ministry or for experienced pastoral ministers interested in enrichment or continuing education. Students in other service disciplines such as social work and nursing will find this program helpful as well.

Participants enroll for internships in local churches and community agencies and are encouraged to develop ministerial skills through a holistic approach that integrates theory and practice. Students may earn graduate credit as well as CPE credit.

Internships and Individualized Study

GPM5588-5589 Supervisory CPE I - II
This is a two-semester course, offered as an extended CPE unit that aims to assist the qualified student in learning skills for pastoral supervision by supervising students enrolled in GPM5590-5591. Supervisory students have the opportunity to learn theory and practice under the direction of an ACPE/NACC certified supervisor. Emphasis is on educational theory, supervisory practice, issues of urban ministry in church and community, program planning and management and skills for group supervision. This course qualifies students for advancement toward certification in both NACC and ACPE.
3 credits; Fall, Spring, Summer I and II
Prerequisites: Compliance with ACPE and/or NACC standards for Supervisory CPE.

GPM5590-5591 Urban CPE Internship I - II
This is a two-semester course, offered as an extended CPE unit that provides professional education for effective ministry. Clinical pastoral education is an action reflection model for learning. Focus is on the urban milieu. Churches and agencies affiliated with the course represent a variety of Christian traditions. They are located in city neighborhoods and share similar characteristics such as racial/ethnic, socio-economic diversity, community activism, large numbers of elderly and single-parent families, a neighborhood concept of ministry and openness to learning/teaching for developing pastoral leadership.
3 credits; Fall, Spring, Summer I and II

GPM5592 Urban CPE Internship
The course content and methodology are similar to GPM 5590-5591. This course is offered in an intensive one-semester format and qualifies the student for one CPE unit as well as academic credit.
6 credits; Fall, spring and summer.

GPM5593 Supervisory CPE
The course content and methodology are similar to GPM 5588-5589. This course is offered to qualified persons in an intensive one-semester format. Participants supervise students enrolled in GPM5592. 6 credits; Fall, spring and summer.
Prerequisites: Compliance with ACPE and/or NACC standards for Supervisory CPE.

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Calendar

Fall 2001

September	3	Holiday - Labor Day
September	5	Classes begin at 8:00 a.m.
October	8	Holiday - Columbus Day
November	12	Holiday - Veterans' Day
November	21	Thanksgiving recess begins at 12:30 p.m.
November	26	Classes resume at 8:00 a.m.
December	10	Term ends at 10:00 p.m.
December	11, 12	Reading Days
December	13 , 14 , 15 , 17	Final examinations

Spring 2002

January	16	Classes resume at 8:00 a.m.
January	21	Holiday - Martin Luther King Day
February	18	Holiday - Presidents' Day
March	8	Spring vacation begins at 10:00 p.m.
March	18	Classes resume at 8:00 a.m.
March	28	Easter recess begins at 4:30 p.m.
April	1	Classes resume at 8:00 a.m.
April	15	Holiday - Patriots' Day
April	30	Term ends at 10:00 p.m.
May	1	Reading Day
May	2, 3, 4, 6	Final examinations
May	11	Commencement

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